

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: Payroll Technician
Terms of Employment: 12 months
Salary: Classified Placement Schedule – Grade 6
FLSA Status: Non-Exempt
Benefits: Standard Package

QUALIFICATIONS:

1. Must possess high school diploma or equivalent.
2. Must possess a background consisting of business office experience and clerical skills.
3. Must possess knowledge of basic accounting principles and payroll preparation.
4. Must possess knowledge in the use of business machines and computers.
5. Minimum two year school district experience preferred.
6. Must have positive work history with previous employers.
7. Proven past successful business office/accounting/bookkeeping experience and computer experience.

JOB GOAL: To assist with administering the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

DUTIES AND RESPONSIBILITIES:

1. Maintains various employee records pertaining to payroll and benefits.
2. Assumes correspondence regarding payroll matters.
3. Issues insurance, Forms W-4 and various other forms to District employees.
4. Calculates salaries and benefits from contracts, amendments and other various salary and wage forms.
5. Cooperates with auditors and provides information to them as required.
6. Records biweekly timesheets and leave slips.
7. Records all voluntary deductions (e.g., insurance, etc).
8. Prepares reports as needed for federal income tax, Arizona state income tax, Arizona State Retirement, and O.A.S.I.
9. Prepares and files reports and payments for the various voluntary deductions of District employees including insurance, tax shelter annuities, credit unions, etc., as needed.
10. Prepares and files reports and payments for the State Compensation Fund, short and long term disability claims, and Department of Economic Security Claims on a timely basis.
11. Assists with insurance open enrollment and processing of monthly billings for medical, dental, life and long term disability premiums as needed.
12. Calls in electronic payroll taxes payment.
13. Records employee vacation and compensation time.
14. Maintains files for all documents pertaining to payroll.
15. Performs other duties as assigned.

REPORTS TO: Business Manager

EVALUATION: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____

Date: _____