

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Payroll Technician/Human Resources Assistant

CLASSIFICATION: Confidential

JOB SUMMARY: Under general supervision of the Human Resources/Business Manager, performs a variety of the more complex record keeping assignments for payroll and payroll auditing; prepares, maintains, audits and verifies payrolls and supporting documents and records for employees. Compiles, prepares and checks statistical and payroll reports; use independent judgment and problem solving as related to implementation of the district's payroll compensation policies and accompanying record keeping procedures; and assists in maintaining the district's human resource data base management system, maintains absence management systems in Aesop and Escape, and performs other duties as assigned.

ESSENTIAL DUTIES:

- Prepares, processes, verifies and balances district payroll and payroll records in the Escape Payroll system.
- Processes all payroll records for incoming and terminating employees into and out of the district.
- Prepares and maintains up-to-date payroll records on all employees including salary, authorized deductions and fixed charges.
- Calculates pay adjustments for various personnel actions and makes necessary changes on existing payroll records in the Escape Payroll System.
- Posts and maintains accurate control records for employee payroll deductions and gross earnings including unexcused absences, partial monthly employment, and partial employment contract completion.
- Correlates and records information on payroll records and reports; submits accurate and timely payrolls for processing; processes quarter EDD reports and payments.
- Calculates and records voluntary deductions.
- Prepares monthly medical, dental and vision billings.
- Verifies payroll totals; computes payments; completes benefit reports; forwards and calculates differential pay based upon written information from the Personnel Office.
- Responds to inquires from employees regarding earnings and deductions; files/reviews proper retirement and benefit plan forms.
- Clarifies benefit plan and contribution (if appropriate) for new employees.
- Audits and verifies billings for all employee benefits, insurance and annuities; mails/distributes warrants ensuring receipt on or before prescribed deadlines.
- Prepares annual salary notices for all District employees.
- Distributes payroll warrants and W-2 forms as required.
- Provides information to employees and retirees regarding earned benefits, W/C, STRS, PERS, Social Security and other related information as required.
- Receives, records and processes receipts to the district from retirees for medical benefits.
- Prepares material for negotiations as required.
- Composes correspondence, memoranda and reports independently or from verbal instructions.
- Maintains Aesop absence tracking system and is responsible for absence recording in Aesop and Escape.
- Maintains Affordable Care Act (ACA) measurement, administrative and stability period.
- Distributes Annual Notification of Reasonable Assurance

OTHER DUTIES:

- Operates a variety of office machines including calculator, typewriter, copier, and computer systems with related software for networks, word processing and spreadsheets.
- Makes mathematical calculations.
- Workers' Compensation claim forms; monitors/reports to RESIG.
- Maintains payroll records and assists with human resources files (ie. Coaches and substitutes)
- Assists in maintaining specialized files and records in preparation of audit reviews.
- Contacts other agencies, districts, schools, and employees to discuss financial records and transactions. Gives authoritative information on records maintained.
- Supports with personnel and accounting related duties as required.

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education:

- Formal or informal education or training which ensures the ability to read and write at a level for successful job performance and which would provide an opportunity to acquire the required knowledge and abilities
- High School diploma or equivalent

Experience:

- Two years experience in school payroll/accounting, including work with bookkeeping, financial, statistical, payroll, and retirement systems or similar duties regarding regular use of statistical information.

Knowledge of:

- Accounting methods and requirements as related to payroll tax deductions
- Public school payroll systems
- Bookkeeping, financial, statistical, payroll and retirement systems or similar duties regarding regular use of statistical information

Ability to:

- Perform responsible clerical work without continuous supervision
- Make mathematical calculations with speed and accuracy
- Prepare accounting financial reports
- Operate office equipment and computers
- Type 45 words per minute
- Understand and carry out oral and written instructions
- Perform under pressure and work within deadlines
- Maintain the security and confidentiality of specified records and information
- Maintain cooperative relationships with those contacted in the course of work effort

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Work Year: 12 months

Board Approved: original date unknown

Revised: 10/9/97; 4/25/07; 6/26/13, 5/7/14