

CENTRAL SCHOOL DISTRICT

Job Title: Account Clerk IV - Payroll

Occupational Group: Confidential

Reports to: Finance Manager

Work Year: 12 months

Date of Board Approval: 3/19/2015

DEFINITION

Under general supervision, perform a variety of advanced technical accounting support duties involved in the processing of the District's payroll and employee benefits; plan, organize, lead and participate in the payroll record management and reporting activities and functions; track and monitor employee eligibility for health and welfare benefits; and to do other related work as required.

QUALIFICATIONS

Education/Certification:

- Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, bookkeeping, business office procedures and/or related technical skill areas.

Experience:

- Three years of progressively responsible experience in accounting, record management, and reporting with a desired minimum of at least two years in payroll clerical functions, preferably with an educational agency.

Desired Qualification:

- Type at a net corrected speed of 40 words per minute.

Knowledge and Abilities:

Knowledge of:

Methods, practices, documents, terminology and procedures used in school district accounting and payroll management; operation of computer assisted accounting and payroll record management systems; complex mathematical calculation with speed and accuracy; statistical and narrative payroll summaries and reports; legal mandates, policies, regulations and MOU provisions applicable to timekeeping, payroll preparation, pay reporting and employee benefits; standard office practices, procedures and techniques of organization, supervision and employee training.

Ability to:

Perform complex and technical payroll clerical functions; maintain complex payroll records, analyze data and prepare accurate reports; make complex arithmetical calculations and verify the results; effectively and efficiently operate automated office machines and computer equipment; establish and maintain cooperative working relationships; understand and carry out oral and written directions.

ESSENTIAL & REPRESENTATIVE DUTIES - Duties may include, but are not limited to the following:

1. Coordinate, organize and lead in the maintenance of employee payroll records, computation of payroll data and related employee benefits deductions and insurance vendor payments. **E**
2. Audit, monitor and clarify payroll related documents, including time reports, payroll listings, service records and other similar materials. **E**
3. Review, apply and monitor policies, guidelines and regulations concerning salary computations, leave benefits, State and federal tax withholding procedures and employee benefit eligibility. **E**
4. Calculate and process pay rate changes, rates for new or terminating employees, voluntary deductions and deductible absences. **E**
5. Monitor, audit and participate in the employment processing of new and terminating employees, promotions, salary advancement, sick and vacation computations, and retirement benefit computations. **E**
6. Prepare and coordinate the preparation of annual sick and vacation accumulation reports. **E**
7. Coordinate and monitor the payroll department; provide direction, training and guidance to payroll personnel. **E**
8. Coordinate and monitor the tracking of employee's eligibility for all employer offered benefits. **E**
9. Compute and prepare the documents pertaining to quarterly tax payments. **E**
10. Interpret payroll policies and procedures and provide accurate and timely information and assistance to management and employees; respond to a wide variety of employee inquiries. **E**
11. Prepare confidential costs analysis and documents for collective bargaining purposes. **E**
12. Perform other related duties as assigned.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees typically perform their work in offices where the noise level is normally quiet.

PHYSICAL REQUIREMENTS

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; hear and distinguish; use hands and finger dexterity, handle, feel or operate standard office equipment; and reach with hands and arms.

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with clients/users, other District and site staff, vendors and others encountered in the course of work.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.