

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: PAYROLL TECHNICIAN

SALARY: RANGE 43 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Business Manager, ensure the accuracy of payroll processing within established schedules and timelines; generate payroll checks in accordance with established District, County, State, and Federal requirements; provide timely reference materials for review and audit; complete complex monthly State, Federal, and Local compliance reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Audit and process a variety of payroll related information including contract requirements, stipends, benefits, timesheets, tax document changes, direct deposit, withholdings, wage attachments, and deductions to ensure accurate distribution of funds for mid-month and end-of-month payroll.

Research discrepancies relating to payroll information and/or documentation; ensure accuracy and adherence to procedures; communicate with other departments and personnel to rectify missing or incomplete information.

Perform various accounting duties related to assigned programs; calculate, monitor and ensure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; initiate accounts receivables to process incoming payments.

Monitor employee and retiree statuses; monitor eligibility for ACTIVE, LOA, FMLA, STRS, PERS, COBRA and other programs.

Process ACSA and SASS payments, voluntary deductions and garnishments as required; process hand warrants and other check requests.

Prepare, update, and submit a variety of reports relating to STRS, PERS, and other retirement systems; maintain a variety of payroll information, files and records; provide current references and comply with audit requirements as required.

Input employee benefits and a variety of other data into an assigned computer system; enter and maintain voluntary deductions into the payroll system as required; maintain automated employee records and files; generate computerized reports as requested; ensure accuracy of input and output data.

Coordinate employee leave information with Human Resources to ensure correct payroll accounting of leave and deductions; ensure correct compensation calculations for substitutes; maintain accurate payroll reporting.

Maintain a variety of payroll information, files, and records (e.g. contract labor contracts eligibility policies, timesheets, deduction forms, etc.) to provide timely reference and maintain compliance with audit requirements.

Assist auditors by providing required information or data, answering questions, etc.

Attend a variety of meetings, workshops and seminars as assigned to convey and/or gather information required to

perform functions and maintain current knowledge of modern payroll functions.

Serve as a technical resource to employees and others regarding payroll functions including employee verification, garnishments, unemployment records; respond to written and verbal inquiries from employees, financial institutions and government agencies.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Principles, technical aspects, and techniques involved in payroll preparation and processing
- ▶ Tax withholding, voluntary deductions, garnishments and supplemental insurance
- ▶ Preparation, maintenance, verification and processing of payroll records and reports
- ▶ Organizational payroll policies and objectives
- ▶ Financial and statistical record-keeping techniques
- ▶ Preparation of financial statements and comprehensive accounting reports
- ▶ Applicable laws, codes, regulations, policies and procedures
- ▶ Data control procedures and data entry operations
- ▶ Modern office practices, procedures and equipment
- ▶ General terminology, practices and procedures of assigned office
- ▶ Record-keeping and filing techniques
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Oral and written communication skills
- ▶ Telephone techniques and etiquette
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary
- ▶ Principles and practices of data processing
- ▶ Operation of a computer and assigned software
- ▶ Mathematic calculations
- ▶

ABILITY TO:

- ▶ Perform a variety of technical duties to process payroll for all staff
- ▶ Ensure employees are paid in an accurate and timely manner
- ▶ Prepare and maintain a variety of automated and manual reports, records, and files
- ▶ Interpret, apply and explain laws, rules and regulations related to payroll activities
- ▶ Process payroll and related records for payrolls
- ▶ Monitor, audit, adjust and reconcile payroll data
- ▶ Identify, investigate and resolve financial errors and discrepancies
- ▶ Compare numbers and detect errors efficiently
- ▶ Assemble, organize, and prepare data for records and reports
- ▶ Complete work with many interruptions

- ▶ Answer telephones and greet the public courteously
- ▶ Type or input data at an acceptable rate of speed
- ▶ Make arithmetic calculations quickly and accurately
- ▶ Communicate effectively both orally and in writing
- ▶ Understand and follow oral and written instructions
- ▶ Establish and maintain effective working and cooperative relationships with others
- ▶ Operate standard office equipment including a computer and assigned software
- ▶ Meet established schedules and time lines
- ▶ Work effectively with limited supervision
- ▶ Maintain confidentiality of sensitive and privileged information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, supplemented by college-level course in accounting or related field, and two years of clerical accounting experience. One year in the maintenance of payroll records preferred.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment
- ▶ Constant interruptions

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended period of time
- ▶ Bending, crouching, kneeling and stooping to reach materials
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.