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Central Valley School District
Job Description

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TITLE   Assistant Payroll Officer

GENERAL SUMMARY

Responsible for a broad range of functions required to prepare the district's payroll in a high volume work environment in compliance with state, federal and district requirements. Resolves payroll discrepancies, reporting and reconciliation issues and communicates with a variety of district and non-district employees. Performs a variety of tasks to ensure payroll is processed, reconciled and paid in an accurate and timely manner.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Assistant Payroll Officer may perform all or a combination of the following:

- Maintain sensitivity and confidentiality related to all aspects of the position.
- Ensure an accurate and timely monthly payroll process by entering, reviewing, and verifying payroll data such as hours worked, leave and deductions.
- Exhibit initiative, creativity and enthusiasm in performing job functions.
- Prepare timesheets for payroll processing, including adjusting hours, adding appropriate pay codes and assigning general ledger account codes.
- Compile and maintain payroll records.
- Maintain current knowledge of collective bargaining agreements and contracts, payroll related laws and regulations, technical standards and district personnel and payroll policies and practices.
- Prepare paychecks and direct deposit remittance advice for distribution to staff.
- Prepare state and payroll reports as required.
- Assist in the coordination of basic and optional voluntary employee benefits.
- Assist in the preparation of employee benefit packets and materials.
- Respond to the public in a cordial, courteous manner: answer the telephone, relay messages, schedule appointments.
- Compose standard letters, memos or reports accurately and independently with little or no instruction.
- Process Section 125 Flexible Spending Account enrollment forms and related payroll deductions.
- Process WA Department of Retirement enrollment forms and related payroll deductions.
- Attend pertinent workshops and training sessions.
- Cross-train on other payroll functions to provide sufficient department coverage.
- Perform other duties and projects as assigned.

REPORTING RELATIONSHIPS

This position reports to the Business Manager.

MENTAL DEMANDS

Required to meet payroll and reporting deadlines; requires concentration, accuracy and attention to detail; requires the proper application of District policies and procedures and laws to diverse situations; exposed to frequent interruptions and a variety of assignments; may deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to computer monitor for prolonged periods.

QUALIFICATIONS

- Possess 3 - 5 years successful experience in payroll preparation, preferably in a school district.
- Experience using fiscal software such as BusinessPlus.
- Possess the ability to accurately type/word process 55 wpm.
- Proficient use of office machines: copier, calculator, computer, etc.
- Demonstrated cooperation and customer service skills.
- Knowledge of District policies and procedures and collective bargaining agreements related to payroll and benefits.
- Possess demonstrated skill in attention to detail.
- Ability to identify routine problems and propose feasible solutions, make improvements or take corrective action.
- Possess demonstrated skills in oral and written communication.
- Demonstrate effective organizational and prioritization skills to meet deadlines.
- Possess the ability to work well independently.
- Possess knowledge of bookkeeping and excellent filing skills.
- Proficient in Microsoft Office, particularly Excel with an emphasis on accurate data entry.
- Knowledge of state and federal payroll laws preferred.
- Willingness to work additional hours as needed.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential job functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

12/17