

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: PAYROLL SPECIALIST (BARGINING UNIT)

BASIC FUNCTION

Under the direction of the Accounting Supervisor, to perform a variety of specialized and technical payroll as well as other fiscally related clerical functions to maintain payroll, financial, employee, benefit and statistical records and to do other related work required. Incumbents in this classification provide staff with accurate pay and other forms of compensation and payroll services which in turn directly support learning.

ESSENTIAL JOB FUNCTIONS

- Performs specialized and technical functions in assembling, tabulating, calculating, verifying and reconciling payroll and fiscally related information and data
- Performs technical fiscal audit and management operations related to one or more specialized payroll control functions
- Classifies, posts, balances, and verifies payroll and employee benefits using computer system records
- Prepares payroll and fiscally related record transactions to ensure accurate pay warrants
- Reviews, monitors and verifies the accuracy and completeness of payroll transaction records and reports and ensures compliance with legal, District, County, State and Federal program guidelines, while maintaining confidentiality of employee data
- Operates assigned computer and software apps, and other business office machines and equipment
- Prepares fiscal data management input material and analyzes, verifies and reconciles system output reports
- Makes complex arithmetical calculations and verifies the computations for completeness, accuracy, and within appropriate operational guidelines
- Interprets and provides information pertaining to legal mandates, policies, regulations, and payroll operational guidelines to District personnel
- Prepares and submits required State and Federal reports, including quarterly tax payments and reports
- Plans, develops and implements orientation and in-service training programs regarding payroll procedures and related labor laws
- Participate in year-end financial close and reconciliation process and tax reporting
- Communicates with district personnel and other outside agencies to provide information and resolve problems related to payroll and deductions
- Assists in the revision, formulation and implementation of improved payroll and fiscally related record management systems and procedures
- May work during district holidays
- May attend various association conferences as assigned and approve
- Responds to information requests from employees and outside agencies
- Assists employees to understand complex payroll issues providing technical assistance if needed
- Participates in year-end financial close and reconciliation process
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform specialized and technical payroll clerical functions in a timely manner
- Monitor, review and analyze fiscal and financial files, records, summaries and reports
- Perform specialized and technical accounting and payroll audits and analyses
- Make complex arithmetical calculations with speed and accuracy using a 10-key calculator touch process

Knowledge of:

- Methods, practices and procedures pertaining to an educational organization payroll accounting and fiscally related record management systems
- Automated payroll record management, storage and retrieval system
- Financial and payroll related report preparation and formatting
- Laws, Legal mandates, policies and operational guidelines pertaining to payroll and fiscally related matters
- District policies and agreements related to payroll
- Organization and planning methods, trends, techniques and practices

Ability to:

- Adapt easily to work assignments, additional priorities, and new procedures
- Apply a variety of complex federal, state, District and contractual provisions affecting the accurate calculation and preparation of employee pay warrants
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Meet schedules and time lines
- Prepare reports, correspondence and related materials.
- Understand and carry out oral and written directions
- Operate computer terminals, microcomputers and other business equipment
- Work courteously and tactfully with co-workers, public and parents
- Promote team building and a positive work environment
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, incumbents must have the ability to do substantially all of these activities. If someone can do light work,

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it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (03) years of responsible experience in accounting, payroll or budget control, record management and reporting including at least one (01) year with primary responsibility for an organization’s payroll processing, preferably in a public agency.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in elementary accounting, payroll record management, business office organization and planning processes, or closely related fields.