

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

*** * * PERMANENT DISTRICT EMPLOYEES ONLY * * ***

Job #192

January 8, 2019

PAYROLL CLERK III

Salary \$4061.00 - \$4954.00 per month (Range 257)

EXAMPLES OF DUTIES

Supervises and assists other employees in payroll preparation and record keeping; maintains all changes requested by employees regarding Federal and State Taxes on W4 screen; processes paperwork to hire, change or terminate employees, including Industrial Injuries, Medical Leaves, Court Ordered Garnishments, Jury Duty, Employment Verifications and Wage Statements; Determines employee retirement category and processes retirement correspondence; makes warrant reconciliations, reissues stale dated checks and cancelled warrants; tracks and applies 1000 hour rule to active district employees; processes documents and information pertaining to payroll transactions, calculations, and distribution including payroll registers, employee status reports, insurance detail and a variety of other documentation; knowledge in HP9000 and QSS Software is required; operates a computer terminal and a micro-computer in posting to a data management, storage and retrieval system; confers with Integrated Technology System, personnel department, county offices and related outside agencies on payroll matters; receives, reconciles and audits computer payroll output reports; receives and produces Subpoena Records; maintains employee absence tracking screens and assures accurate information is represented on employee check stubs; makes necessary corrections to employees pay pertaining to excess amount of district paid time used and days deduct requested; assists District personnel in the resolution of unusual payroll problems, issues, and concerns; receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines; assists in the research, compilation and distribution of fiscal and payroll related reports required by District and County operational units; makes complex arithmetical calculations and verifies the results; audits, verifies, releases and distributes payroll warrants and various payroll documents; processes yearly W2's, maintains original copies and provides employees with needed information pertaining to W2 earnings; responsible for creating B-warrants thru QSS Accounting System for all voluntary deductions, garnishments and flexible spending accounts; balances payroll deductions and assures timely and accurate; pays County Taxes (Federal, State, Social Security, OASDI and Medical); balances and processes payment for State Unemployment Taxes on a quarterly basis; performs other duties/tasks as per regulation departmental duty statement on directives of supervisor. filing; and may be required to assume temporary departmental responsibility in the absence of the Payroll Supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

Safe work practices; methods, practices and procedures pertaining to payroll accounting and fiscally related record management systems; manual and computer-assisted payroll record management, storage, and retrieval system; computer hardware and software application programs commonly used in accounting and payroll operations; financial and payroll related report preparation and format; legal mandates, policies, and operational guidelines pertaining to payroll and fiscally related matters.

Ability to:

Meet the physical, mental and environmental demands of position with/without reasonable accommodation; perform complex payroll accounting and fiscally related clerical functions involving independent judgment; layout and supervise the work of others; audit, review and effectively compile payroll reports, records, and related summaries; skillfully operate a computer terminal and other standard business related equipment; type or keyboard at a net corrected speed of 40 words per minute; make complex arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Skills:

Proficient in Microsoft Office Word, Excel and Power Point, critical thinking and problem solving skills, perform complicated mathematical computations, record keeping, and accounting duties with a high degree of accuracy; plan, organize and make sound judgments and decisions, input, retrieve, download, merge and output information from various

software programs and systems; work effectively under pressure and deadlines, and analyzing and resolving various payroll discrepancies.

Experience:

Minimum of two years of professional payroll accounting experience required. School District payroll accounting reporting experience is highly desirable.

Education:

Proof of High School Diploma or equivalency and supplemented by coursework or training in payroll accounting, auditing and business practices and procedures is preferred.

WORK YEAR/BENEFITS

This is a **12 month, 8 hour per day position** with the **DIVISION OF BUSINESS SERVICES** in the **PAYROLL DEPARTMENT**. The hours are **8:00 a.m. to 4:30 p.m.** Person selected will receive full benefits.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/JobPosting/1126422>. The deadline for submitting an application is **JANUARY 15, 2019 by 4:00 p.m.** A test will be given prior to interview.

An Equal Opportunity Employer

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting, walking level surface, occasional walking uneven slippery surface, stair climbing, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of both hands; lift 1-15 lbs.; occasionally lift 16-25 lbs. and up; carry/push 1-15 lbs., occasionally carry/push 16-25 lbs. and up; color vision, near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of emergencies, stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long period of time, reading, interpreting codes, laws, policy; calculate, perform routine mathematical process, memorize and recall objects, people, analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems.

Working Conditions:

Office environment, occasional overtime.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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