



PERSONNEL COMMISSION

Class Code: 0762
Salary Range: 23 (C1)

SENIOR PAYROLL ACCOUNTING TECHNICIAN

JOB SUMMARY

Under general supervision, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare schedules to reconcile and balance retirement calculation report totals with the payroll registers. **E**
- Provide information and responses to the County Office and State Department of Education on retirement transactions; find discrepancies and correct them; enter adjustments on-line and notify agencies. **E**
- Make adjustments to the payroll register for cash collections (overpayments), refunds and revolving cash fund transactions. **E**
- Complete forms for unemployment claims and forward to risk management office. **E**
- Verify and adjust data for monthly time sheets of the certificated and classified service; compute and input or correct leave credits such as sick leave, vacation and industrial accident leave for terminated or employees on statutory leave; calculate workers' compensation prorations; review data print outs for accuracy; verify and adjust hourly time sheets for certificated and classified service as needed. **E**
- Distribute payroll warrants. **E**
- Compile information for subpoenas received in the Payroll Branch. **E**
- Contact banks to stop payment of warrants as needed. **E**
- Compute prior service earnings for employees requesting retirement membership. **E**
- Search records and files for source documents and prepare schedules to determine the nature of a discrepancy in resolving difficult payroll problems. **E**
- Serve in a lead role to guide and assist payroll staff and site employees. **E**
- Operate office equipment such as computer terminal and keyboard, personal computer, ten key calculator and multi-line telephone. **E**
- Answer inquiries from employees and explain payroll rules, practices and discrepancies with tact; as needed, provide documented records and files in substantiating payroll decisions and actions. **E**
- Verify employment experience of certificated employees for placement on the district's salary schedule. **E**

- Prepare schedules to effect salary adjustments for certificated employees; calculate corrected pay, making appropriate voluntary and involuntary deductions and enter education code adjustment in the payroll register. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Senior Payroll Accounting Technician reviews and corrects discrepancies and errors in certain components of the payroll cycle or process such as leave credits, retirement deductions and reconciling the reported gross calculation reports and warrant registers. An incumbent also solves payroll problems requiring extensive search of records and source documents. A Senior Payroll Accounting Technician applies a thorough knowledge of the interrelated parts of the payroll system in performing difficult and moderately complex work. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees and other public agencies. An incumbent may also serve in a lead capacity to other payroll staff in guiding and assisting them in their assigned duties.

EMPLOYMENT STANDARDS

Knowledge of:

Fiscal practices and procedures including payroll.

Financial record keeping.

District certificated and classified bargaining unit contracts as they apply to compensation and leave benefits.

Applicable provisions of the Education Code.

Federal and State tax laws and District payroll rules and regulations.

School District organization, operations and objectives.

Technical aspects of payroll transactions.

Computer software applications including spreadsheets.

Telephone etiquette.

Moderately complex mathematics.

Modern office equipment including personal computer, keyboard and ten key calculator.

Ability to:

Review work for accuracy and completeness.

Make mathematics computations quickly and accurately.

Identify, search records and correct difficult and complex payroll transactions and problems.

Deal tactfully and effectively with employees in person or telephonically.

Explain a variety of procedures and policies to individuals who have a minimal knowledge of pay and personnel processes.

Meet schedules and deadlines.

Operate personal computer and keyboard terminal.
Organize and maintain accurate records.
Understand and carry out oral and written instructions.
Adapt to changing priorities.
Establish and maintain effective relationships with others.
Train and direct other employees.

Education and Training:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

Experience:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking in person or telephonically to exchange information about payroll matters.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.