

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Payroll Technician

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To prepare, process, verify, and maintain payroll and related records and documents for all district employees.

**SUPERVISOR:** Fiscal Services Supervisor

### **TYPICAL DUTIES**

1. Organizes, prepares, and maintains payroll record information for certificated and classified personnel.
2. Reviews, verifies, calculates and codes time sheets.
3. Computes and verifies payroll deductions and prepares input transmittal for data processing.
4. Prepares regular and variable payrolls and submits for processing.
5. Review data processing printouts for accuracy, spot-checks deductions, and incorporates any changes.
6. Maintains payroll and voluntary deduction files and records.
7. Calculates notices of employment and verifies assignment against salary/hourly pay rate, for administrative authorization to place employees on payroll.
8. Reconciles employee voluntary deductions and distributes payment to vendors.
9. Calculate and process payroll changes based on administrative personnel actions such as amendments, increments, longevity, leaves or terminations.
10. Computes compensation balances for changes in job status, salary/wage payments, and workers' compensation claims.
11. Upon request, responsible for creating reports and statistical information to meet management needs.
12. Provides State, County and District personnel with requested information necessary for providing timely and accurate payment of district employees.
13. Assists staff within the department and related departments to convey information that allows them to complete their functions.
14. Maintains a variety of payroll information such as pay rates, records, and extended leave records, to provide up-to-date reference and audit trail for compliance.
15. Acts as information source between employees and various governmental agencies regarding payroll and deductions standards and procedures, and related record keeping requirements.

16. Prepares, processes, verifies and coordinates health and welfare coverage monthly premium payments for active employees, leave of absence employees, those individuals covered under COBRA and the Retiree Group.
17. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS**

### Education, Experience & Requirements:

- High School Diploma or equivalent. College course work with an emphasis in business or recordkeeping desired.
- 3 to 5 years of increasingly responsible experience in a position requiring payroll and computer skills preferably within public schools and/or public agencies.
- TB test clearance
- Criminal Justice fingerprint clearance.

### Knowledge of:

- Payroll account requirements, principles and procedures;
- Appropriate laws, codes, and regulations;
- Purposes, methods, and practices of financial record keeping;
- General bookkeeping principles and procedures;
- Standard office equipment use.

### Ability to:

- Learn and apply appropriate rules, regulations, and technical procedures used for accounting and payroll records;
- Learn and apply rules and regulations for school employees related to compensation, benefits, and leaves;
- Understand and carry out directions in an independent and problem solving manner;
- Work accurately with attention to detail;
- Operate standard office machines and equipment including computer applications;
- Establish and maintain a variety of record keeping systems and files;
- Perform complex mathematical calculations accurately and rapidly;
- Prepare a variety of financial and statistical reports related to payroll, leaves, and employee benefits;
- Identify and correct errors in mathematical computations and financial documents;
- Communicate effectively in both oral and written forms;
- Meet and maintain physical requirements necessary to perform assigned functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **WORKING CONDITIONS**

### **Environment:**

- Office setting

### **Physical Abilities:**

- Sufficient hearing, vision, and speaking to monitor activities, and to exchange information and provide assistance;
- Sit for extended periods of time;
- Dexterity of hands and fingers to operate standard office equipment.

Approved by the Board of Education 11-16-98