

## **PAYROLL SPECIALIST**

### **CLASS SUMMARY**

Under general supervision of the Accounting Manager-Payroll, performs complex and technical payroll accounting work related to the preparation of the District payroll, including the coordination and application of current federal and state laws, county and district policies in the preparation, audit, and processing of a variety of payroll documents.

### **REPRESENTATIVE DUTIES**

Performs specialized, technical financial record keeping operations related to the complex elements of the district's payroll activities; audits and analyzes payroll timesheets and other documents to prevent and correct errors in salary payments; inputs data, updates and maintains district and county computer databases for personnel/payroll-related records; liaisons with Information Technology Services (ITS) in maintaining and updating the in-house payroll/Personnel system; executes a variety of complex computations involving gross pay, retirement, taxes, contract calculation, retroactive pay, and leave records; monitors all employees' eligibility/enrollment in PERS, STRS, social security, Medicare, or any other retirement system; liaisons with Risk Management office and Payroll Manager in monitoring worker's compensation absences, approval, and payments; maintains current insurance files on all eligible employees and prepares and processes payment to all insurance companies; liaisons with the benefit person in personnel in monitoring enrollment, terminations and insurance changes; responsible for processing and maintaining records of employee voluntary deductions and makes payments to proper companies; maintains files on employees' sick and vacation records; prepares and distributes accrual notices; responds to inquiries concerning payroll, sick and vacation accrual balances; prepares and submits employment verifications, unemployment audits, IRS information inquiries, subpoenaed information as well as PERS, STRS, social security and any other retirement system requests for information; independently prepares correspondence, reports, spreadsheets, and other payroll-related documents using a computer; sorts and distributes employee payroll checks on appropriate paydays and W-2 forms at year end; performs other related duties as required.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Accounting Manager-Payroll.

**PAYROLL SPECIALIST cont'd**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to an AA degree and at least two years of experience in payroll preparation and practices, preferably in a college or school district environment.

**Knowledge and Abilities**

Knowledge of: principles and techniques involved in payroll preparation, monitoring, and control; pertinent federal and state laws, codes, regulations, policies, and procedures affecting payroll records and programs; practices and principles of financial and statistical record keeping, including general and basic timekeeping and record keeping; record keeping associated with fringe benefit programs, their applicable contracts, laws, and regulations; modern office practices, procedures and equipment, including use of computer for data entry, word processing, spreadsheets, database operations, and other office applications; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: perform complex and technical accounting work related to the preparation of the district payroll; plan, prioritize and organize a large volume of work to successfully meet constant payroll deadlines; prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support materials; communicate effectively, both orally and in writing; read, understand, and interpret laws, rules, and regulations; explain various payroll related procedures and practices; establish and maintain effective work relationships with those contacted in the performance of required duties; use diplomacy in dealing with complaints and angry, upset employees who may be verbally abusive.

Skills: skillfully operate various office equipment and machines including ten-key calculator, computer terminal, keyboard, printer, copier, and microfiche equipment.