

Pierce Joint Unified School District

Job Description

JOB TITLE: PAYROLL/PERSONNEL TECHNICIAN

SALARY SCHEDULE: Confidential

DEPARTMENT: District Office

LOCATION: District Office

REPORTS TO: Business Manager

BOARD APPROVED: 7/21/05

Summary: Under the direction of the Business Manager, the Payroll/Personnel Technician performs a variety of technical and independent accounting duties related to the preparation, maintenance, monitoring, and review of financial records, accounts and reports related to payroll and personnel; process payroll; assure compliance with established District policies, procedures and governmental regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review, audit, process and calculate payroll for school district classified and certificated staff; receive time sheets and verify correct hours and days worked; verify proper coding and authorizations; input time sheet and payroll information; run pre-list; balance payroll to time sheets and employee computation forms; submit for audit according to established procedures.
- Prepare and maintain a variety of periodic reports and accounts, including W-2's, contracts, employer-administered employee benefit plans and others as assigned.
- Assist in monitoring and completing various employment verification, labor and personnel reports including insurance claims and benefit billings for employees, retirees and Board members; complete worker's compensation claims on employees; maintain confidentiality of employee information.
- Assist in the administration of employee benefits and insurance programs, and employee transfers, dismissals and layoffs.
- Assist in the preparation of confidential correspondence and data collection related to negotiations and collective bargaining agreements.
- Assist in the advertisement of job openings; prepare job announcements; maintain an application for employment file; perform in-processing of new employees.
- Notify certificated staff of expiring credentials.
- Maintain a variety of personnel files current..
- Assist in maintaining and updating job descriptions and salary schedules; assist in maintaining a standardized evaluation system.
- Verify, post, and monitor sick leave and vacation usage into a computer; calculate leave time according to established procedures; prepare, adjust and print sick leave and vacation reports.
- Maintain positions control records.
- Operate a variety of office equipment, including a computer, printer, ten-key calculator, and various financial software applications.
- Processes attachments or garnishments for IRS, Franchise Tax Board and all other legal agencies.
- Reviews computations and initiates payments of withheld wages and District's portions to the respective agencies.
- Notify employees of pay status at the beginning of each fiscal year.
- Be available to assist auditors for payroll and personnel questions.
- Researches problem areas, questions or areas of concern; tracing payments, credits, and contacting appropriate individuals or agencies, and/or consultants as necessary to find appropriate answers.
- Maintains a cooperative working relationship with all staff.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Accounting and auditing principles, practices and procedures.
- Data processing systems and software applicable to accounting and auditing functions.
- Technical aspects related to assigned accounting duties

ABILITY TO:

- Process and record payroll/personnel transactions accurately.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain a cooperative and effective working relationship with others.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Utilize computer software to organize, sort, and report financial data.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to: associate's degree in accounting or related field and three years increasingly responsible related accounting experience. Experience in a school setting is preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a district office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.. The noise level in the work environment is usually moderate.