

PAYROLL ACCOUNTANTDEFINITION

To prepare, maintain, and verify all payroll records and supporting documents Employees in this classification receive limited supervision from the Director of Fiscal Services & Budget, within a framework of standard policies and procedures. Employees in this classification may supervise the work of others. This job class is responsible for independent judgments and solving problems/questions as they relate to District's payroll/compensation policies and accompanying accounting procedures.

EXAMPLES OF DUTIES

Establishes and maintains records such as pay master, deduction lists, leave cards, etc. from payroll notifications;
Calculates pay adjustments for various personnel actions and makes necessary changes on existing records;
Processes time sheets; codes and enters data into computer terminal;
Verifies extensions and totals;
Verifies accuracy of computer runs for payroll and deductions;
Submits accurate and timely payrolls to County Department of Education for processing;
Audits and verifies monthly, quarterly, and annual computer runs as it pertains to payroll and makes necessary corrections;
Audits and verifies billings for all employee benefits, insurances, and annuities and mails warrants as per vendors' instructions;
Orders and/or issues replacement warrants manually and adjusts records accordingly;
Acts as information source to District employees and benefits vendors regarding payroll, employee deductions, and personnel record keeping procedures;
Prepares Federal, State, and District reports and summaries as necessary;
Performs related duties as required.

EMPLOYMENT STANDARDS

Requires:
Knowledge of the proper methods and practices in regard to public school payroll systems;
Knowledge of basic accounting as it relates to payroll processing;
Ability to understand and carry out both oral and written directions without continuous supervision;
Ability to perform arithmetical calculations accurately and rapidly;
Interest and ability to learn to operate office machines and equipment, including a typewriter, calculator, computer terminal and printer;
Ability to supervise and prioritize the work of others;
Ability to establish and maintain effective work relationships with those contacted in the course of performing required duties.

EXPERIENCE

Three years increasingly responsible clerical/accounting experience, preferably in a school district;
Computer payroll experience desirable.

EDUCATION

Equivalent to completion of the twelfth grade.

Approved: 9/29/81