

PAYROLL TECHNICIAN

DEFINITION

Under supervision, performs responsible and technical work in the preparation, processing, verification and maintenance of payroll and related records for certificated and classified payrolls.

ESSENTIAL FUNCTIONS

Organizes, prepares and maintains variable payroll records for certificated and classified personnel.

Reviews and verifies budget coding for time sheets.

Computes and verifies payroll deductions.

Assists employees in understanding payroll warrant.

Balances and reconciles monthly variable payroll and unemployment reports.

Prepares and processes manual payroll warrants.

Monitors the computer operations.

Completes unemployment requests.

QUALIFICATIONS

Knowledge of:

Methods and practices of recordkeeping pertaining to payroll accounting; appropriate laws, codes, regulations, and standards related to payroll recordkeeping in a public school district; modern office equipment, methods and procedures.

Ability to

Establish and maintain effective work relationships with those contacted in the performance of assigned duties; to perform arithmetical calculations accurately and rapidly; to communicate effectively with those contacted in the course of work and in situations requiring tact and diplomacy; to learn laws, codes and regulations; understand and carry out oral and written instructions.

Experience:

Two years of increasingly responsible payroll or financial recordkeeping and experience in a large automated payroll system.

Education:

Equivalent to completion of twelfth grade, including or supplemented by courses in bookkeeping or accounting.

Board Approved: 7/24/96

paytech