

Lead Payroll Accountant

DEFINITION:

Under direction of the Director of Fiscal Services, lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls; prepare, maintain and assure accuracy of a variety of employee payroll documents, information, records and reports; provide training, work direction, and guidance to assigned staff.

QUALIFICATIONS:

Required Knowledge of:

- Principles and techniques involved in payroll preparation and processing
- School accounting procedures and terminology related to payroll
- Financial and statistical record-keeping techniques
- Verification and processing of payroll records and reports
- Applicable laws, codes, regulations, policies and procedures
- Governmental payroll policies and procedures
- Principles of training and providing work direction
- Electronic data processing and office software applications including word processing and spreadsheets
- Modern office practices, procedures and equipment use

Ability to:

- Lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls
- Prepare and evaluate comprehensive payroll and retirement reports and statements; assemble, organize and prepare data for records and reports
- Maintain accurate financial and statistical records
- Provide training, work direction, and guidance to assigned personnel; prioritize the work of staff
- Monitor, audit, adjust and reconcile payroll data
- Identify, investigate and resolve financial errors and discrepancies
- Compare numbers and detect errors efficiently
- Perform arithmetical calculations with speed and accuracy
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Operate standard office equipment including a computer, calculator and assigned software
- Understand and communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently with minimum supervision and make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Work confidentially with discretion
- Display interpersonal skills, including tact, patience and courtesy

Experience and Education

- Minimum of five years of progressively responsible payroll and retirement reporting experience in a school district or government agency
- Degree in Business, Finance, or Accounting, or college-level coursework in accounting is desired

DISTINGUISHING CHARACTERISTICS:

This is the working lead position in the Payroll and Benefits department of Fiscal Services. This position also has additional responsibilities in the areas of training, decision making, and problem solving. Incumbents in this class work with limited

supervision within a framework of standard policies and procedures, and are responsible for independent judgments and solving problems related to the District's payroll and compensation policies and accompanying accounting procedures.

ESSENTIAL FUNCTIONS:

- Lead and perform a variety of complex and specialized duties in the processing, maintenance and distribution of District payrolls to ensure employees are paid in an accurate and timely manner.
- Calculate and process payroll for employee salaries, retroactive pay adjustments, salary increases, overtime, stipends, and other wage items; calculate and verify employee time information including employee hours.
- Update employee payroll records for tax withholding, sick leave, voluntary deductions, leaves of absence, tax shelters, garnishments and other payroll data as needed.
- Audit payroll data, records and reports for accuracy, completeness and compliance with established standards.
- Reconcile and balance monthly and variable payrolls and retirement reports.
- Identify and resolve errors and discrepancies; respond to inquiries.
- Develop and maintain payroll calendars and schedules.
- Generate computerized payroll reports.
- Develop and update computerized spreadsheets.
- Provide technical training, guidance and work direction to assigned personnel; review work for accuracy, completeness and compliance with established requirements.
- Calculate and report creditable compensation information for CalSTRS and CalPERS.
- Coordinate and submit accurate and timely payroll data to County Office of Education for processing.
- Audit and verify billings for voluntary deductions; mail warrants as per vendors' instructions.
- Coordinate and submit payroll and leave information to disability carriers.
- Requests and/or issues replacement warrants and adjusts records accordingly.
- Complete verifications of employment.
- Coordinate W-2 wage reporting process with the County Office of Education.
- Act as information resource to District employees and benefits vendors regarding payroll, employee deductions, and related payroll procedures.
- Oversee and participate in the receipt, sorting, packaging and distribution of paychecks.
- Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; keyboarding.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public.