



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PAYROLL SPECIALIST (CONFIDENTIAL)

DEFINITION:

Under supervision of the Assistant Superintendent-Business Services, this position will perform a variety of technical payroll duties in the preparation and processing of County Office and school district payrolls to assure accurate and timely delivery of employee paychecks.

ESSENTIAL DUTIES AND JOB FUNCTIONS:

- Produce, process, maintain and assure accuracy and compliance with laws and regulations of a variety of employee payroll information, transactions, forms, records and reports.
- Receive, review, verify and process various payroll records and documents.
- Supervise processing and auditing of district payrolls by accounting technicians.
- Receive, process and audit employee time cards and related information; verify proper authorizing signatures and calculations; input and adjust time card information including deductions into an assigned computer system; identify and resolve errors and discrepancies.
- Establish and maintain detailed automated permanent records regarding personnel; process, input and update a variety of data including pay rates, deductions, benefits, contributions, tax status, position changes, leave, benefits, garnishments, contracts and other employee information.
- Compile and verify a variety of employee and payroll data and information; produce, process and evaluate a variety of payroll-related forms and applications; calculate, code, prepare and revise hours, pay rates, taxes, leave, stipends, longevity, retirement and other payroll data and adjustments.
- Provide data and statistical reports used to develop management positions with respect to employer-employee relations.
- Balance, reconcile and submit payrolls for check processing; compare, audit and reconcile payroll reports, pre-lists and printouts with timesheets and payroll records to assure accuracy; review and audit payroll data, records and reports for accuracy; make appropriate corrections and adjustments.
- Serve as a technical resource to County Office personnel, school districts and others concerning assigned payroll functions and set up; respond to inquiries and provide technical information concerning benefits, transactions, salaries, deductions, leave, records, laws, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports related to payroll, employee information, time sheets, benefits, salaries, leave, taxes, deductions, payments and assigned duties; prepare and develop spreadsheets; establish and maintain filing systems.
- Monitor, evaluate and adjust data and information related to employee leave, benefits and taxes; calculate and verify salary, tax and other payroll adjustments; resolve payroll and benefit discrepancies as needed.
- Communicate with County Office personnel, school districts and various outside agencies to exchange information and resolve issues or concerns.
- Process and prepare insurance billings for payment as assigned; collect employee and retiree payments; arrange for and follow up on related billings; reconcile insurance billings and audit for accuracy; process and distribute payroll and vendor checks as required.
- Assist in assuring assigned payroll and accounting functions comply with established standards, guidelines, requirements, laws, regulations, policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.



Lehoma County Department of Education
Job Description
Payroll Specialist

Official: 
Effective: 03/29/19

- Compose, distribute and respond to a variety of correspondence; duplicate, distribute, collect and request materials as needed.
- Process new hires and terminations as appropriate; process a variety of special payroll transactions such as accounts payable deductions, retroactive pay, garnishments, overpayments, underpayments, overtime, late time cards, final checks, dues, benefit audits and reimbursements.
- Develop and maintain payroll calendars, salary and benefit tables as assigned.
- Perform related duties as assigned.
- Drive occasionally for department business (optional).

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Completion of the 12th grade supplemented by four (4) years increasing responsible accounting support work; or
- At least two (2) years' experience at the Accounting Technician I level and an AA Degree in a related field, preferably accounting.
- Related college education beyond an AA Degree may be substituted for experience on a year for year basis. Accounting support experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.

KNOWLEDGE OF:

- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions.
- Principles and techniques involved in payroll preparation and processing. Methods, procedures and terminology used in technical payroll work and reporting.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports, including providing information to management with respect to employer-employee relations.
- Tax withholding, voluntary deductions and employee benefits.
- Verification and processing of payroll records and reports.
- Data control procedures and data entry operations.
- Payroll policies and procedures.
- Modern office practices, procedures and equipment.
- Computer applications related to the work including: word processing, database, spreadsheet software, and web-based programs.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

ABILITY TO:

- Maintain confidentiality.
- Perform a variety of technical payroll duties in the preparation and processing of County Office and school district payrolls to assure timely and accurate delivery of employee paychecks.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll and benefits data.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Serve as a technical resource concerning payroll functions.



Tehama County Department of Education
 Job Description
 Payroll Specialist

Official: [Signature]
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- Process employee time information and related documents for payroll processing.
- Type or input data at an acceptable rate of speed.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of sensitive and privileged information.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects; This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>November 19, 2008</u>	Revised: <u>March 29, 2019</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u>[Signature]</u>	
Date: <u>March 29, 2019</u>	