

TITLE: PAYROLL TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Federal, State, District, and local laws, policies, and procedures dealing with payroll management.
2. Payroll and business office methods and procedures.
3. District labor agreements for both certificated and classified bargaining units.
4. Methods and practices of payroll and financial record keeping.
5. Correct English usage, grammar, spelling, punctuation, and math.
6. Safety rules and regulations for this position.

Ability to

1. Perform complex clerical work and make above average mathematical calculations with speed and accuracy.
2. Establish and maintain a variety of complex record-keeping systems and prepare a variety of financial and statistical reports related to assigned areas of responsibility.
3. Audit and tabulate, balance, reconcile and extend data.
4. Learn and apply pertinent policies, laws, rules, and procedures affecting payroll transactions, payroll practices, and record-keeping requirements as directed.
5. Learn complex computer data entry and retrieval systems as designated.
6. Maintain accurate payroll filing and record-keeping systems including computer data files and prepare related reports.
7. Learn account codes and perform difficult payroll accounting.
8. Prepare accurate financial summaries, projections, and reports with direction.
9. Conduct workshops.
10. Understand and carry out oral and written instructions, policies, and procedures in an independent manner.
11. Receive and give information over the telephone or in person in a courteous manner.
12. Communicate effectively and tactfully in both oral and written forms.
13. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
14. Type accurately at a rate of 45 words per minute.
15. Be a productive and active team member.
16. Work successfully with diverse groups of people.
17. Maintain a pleasant appearance and demeanor.
18. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
19. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years of experience in financial record-keeping and employment-related documents, preferably with school district experience or experience that could likely provide the desired knowledge and abilities may be considered.
3. Has working knowledge of word processing and spreadsheet software.
4. A work history demonstrating dependability and reliability.

REPORTS TO: Accountant/Budget Analyst

JOB GOAL: To perform a variety of responsible technical/clerical support duties in the processing and maintenance of classified and certificated payroll actions, records, and reports. Verifies and maintains position control in the budgeting system and reconciles to payroll records.

ESSENTIAL FUNCTIONS

1. Ensures all payroll reports are timely and accurate.
2. Ensures all pay changes are in accordance with district policies and procedures.
3. Maintains a filing system and record trail on all payroll transactions.
4. Types statistical reports, financial statements, and similar technical materials following standard forms, procedures, or policies.
5. Assists in the tracking of all worker compensation claims in relation to payroll-related functions.
6. Monitors Board of Education actions to ensure appropriate payroll transactions are completed.
7. Keeps an accurate and timely accounting of all vacation and sick leave accruals for district employees.
8. Listens to all payroll complaints by employees and ensures they are promptly and courteously addressed.
9. Calculates monthly reconciliation of all voluntary payroll deductions and employee insurance plans to ensure accuracy.
10. Maintains a check and balance on all payroll transactions and immediately reports any error.
11. Maintains a variety of confidential payroll records and files, including data files.
12. Operates computer terminal; independently enters, retrieves, proofs and updates payroll-related data for all district employees.
13. Knows and understands the Mission and Core Values of the district.
14. Participates in district in-service training as required.
15. Follows district policies and procedures.
16. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Performs a variety of clerical duties as assigned including typing, filing, running copies, distributing mail, answering telephones, taking messages, etc.
2. Obtains and provides payroll-related information for county office and district departments and staff as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.
3. Valid State of California Driver's License.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Accountant/Budget Analyst will give the evaluation.

Approved by:	Board of Education	Date:	February, 1988
Amended by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	March 11, 1993
Amended by:	Board of Education	Date:	April 11, 1996
Amended by:	Board of Education	Date:	October 8, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**