

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Accounting Supervisor, prepare hourly and monthly payrolls for assigned employee groups; explain policies and procedures related to payroll accounting; educate and enroll employees in health benefits; process enrollment forms; serve as liaison for employees for various insurance carriers and worker's compensation agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare hourly and monthly payrolls for assigned employee groups; gather, tabulate, extend, balance and post payroll and related data; submit data to the County Office of Education for processing of salary warrants; prepare special payrolls as assigned.

Maintain payroll related records for District employees recording absences, accumulated sick leave, earned vacation benefits, overtime, extra duty pay and related information.

Educate and enroll employees, including retirees, in health benefits; process enrollment forms; serve as liaison for employees for various insurance carriers and worker's compensation agencies.

Explain policies and procedures related to payroll accounting; interpret and apply County and District directives to general and specific payroll transactions; provide information related to records maintained.

Audit and adjust time reports, data processing payroll listing sheets and other payroll information as requested; verify salary rate changes, and changes in positions and retirement eligibility; process voluntary deductions and W-4 forms for payroll adjustments.

Sort, verify and distribute payroll warrants for District employees.

Communicate with various District personnel and outside organizations to discuss payroll-related matters, coordinate activities, exchange information and resolve issues or concerns.

Prepare financial analysis for schools and departments as necessary.

Operate a computer and assigned software systems; operate standard office equipment as assigned.

Verify employment for employees as necessary.

Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures of payroll management, record-keeping and filing.
Methods, practices and terminology used in bookkeeping and financial record keeping.
Various health, life insurance plans, worker's compensation coverage and exclusions.
COBRA regulations.
Interpersonal skills including tact, patience and courtesy.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Operation of a computer and assigned software.
Tax withholding, voluntary deductions, garnishments and fringe benefits.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
Explain health plan coverage to employees.
Interpret, apply and explain rules, regulations, policies and procedures.
Process payroll and related records for assigned payrolls.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Maintain records and prepare reports.
Learn payroll tax reporting.
Operate standard office machines.
Operate a computer and applicable software including spreadsheets and database management.
Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in accounting or related field and two years of responsible financial record-keeping experience including one year in payroll, benefits or related work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.