

VISTA UNIFIED SCHOOL DISTRICT

SENIOR PAYROLL TECHNICIAN

Purpose Statement

The purpose of a Senior Payroll Technician is to provide support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; respond to inquiries and/or requests for data and/or reports; provide timely and accurate payroll production; provide training, guidance, and work direction to assigned employees.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes required for the audit.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel (e.g., District and site administrators and personnel, federal, state, and local agencies, auditors, etc.) for the purpose of providing information and general support, ensuring accurate payroll processing, and maintaining services and programs.
- Compiles verification of payroll data from a variety of sources (e.g., time sheets/payroll, salary adjustments, tax deposits, salary schedules, workers compensation, garnishments, etc.) for the purpose of providing summaries to other personnel, processing employment verifications, and/or ensuring compliance with established guidelines.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of manual and electronic payroll documents and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Prepares a variety of payroll related documents, records, and reports (e.g., attendance, invoices for overpayment, leave allowances, retirement plan transfers, payroll register, stop payments, W-2 controls, workers compensation checks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of manual and electronic payroll documents and materials (e.g., time sheets, withholding information, employee contributions, paychecks, etc.) for the purpose of disseminating information to appropriate parties.
- Provides training, guidance, and work direction to staff assigned to the payroll unit for the purpose of providing ongoing support and maximizing the capabilities of department staff.
- Reconciles payroll account balances (e.g., time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches and resolves discrepancies with payroll and/or benefit information and/or documentation (e.g., payroll, benefit providers, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to a variety of inquiries for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and/or complying with established guidelines.

- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.
- Supports the District in completing payroll operations prior to submitting to the County office for the purpose of ensuring a timely and accurate payroll.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations, and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using a variety of software applications;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- applicable payroll software;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- office equipment and technology;
- principles and practices of accounting and bookkeeping;
- principles and practices of payroll preparation, monitoring, and control;
- recordkeeping and record retention practices;
- safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;

- multitasking;
- organizing tasks;
- providing excellent customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Graduation from high school or equivalent supplemented by course work in accounting, business, or a related field and three years of payroll system experience. San Diego County Office of Education payroll system experience is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Clearances

Fingerprint and Background Clearance
 Drug Test
 Tuberculosis Clearance

Continuing Educ. / Training

FLSA Status

Approval Date

Salary Grade

Non-Exempt

Revised: 11/08/2011
Revised: 04/09/2019

Classified, Range 54