

SENIOR PAYROLL/BENEFITS TECHNICIAN

JOB SUMMARY:

Under the direction of the Deputy Superintendent, perform a variety of technical accounting duties involved in the preparation, processing and maintenance of the District payrolls; assure that District employees are paid in an accurate and timely manner; perform technical duties related to various employee retirement and benefits programs; prepare and maintain a variety of records and reports related to assigned functions.

ESSENTIAL FUNCTIONS:

- Perform a variety of responsible technical accounting duties involved in the preparation, processing and maintenance of the District payrolls; assure that District employees are paid in an accurate and timely manner; prepare monthly payroll report.
- Receive, audit, reconcile and process assigned payrolls; research and resolve discrepancies; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; receive and review timesheets for completeness and accuracy; compile and maintain payroll data including salary adjustments, longevity pay, union benefits, stipends, W-4, leave balances, wage garnishments and related payroll information.
- Serve as a resource to District employees, County Office of Education, site staff and outside organizations to coordinate payroll process; resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days, leaves, voluntary deductions and other information as requested; provide training to school site employees related to the proper use of the automated system and proper completion of timesheets and related reports.
- Provide information and assistance to employees regarding benefit coverage, claims, enrollment and related procedures; respond to inquiries from current, retired and terminated District employees regarding the selection of contribution and benefits.
- Serve as District liaison between employees, insurance company, agents and others regarding District benefit programs; organize and maintain information, procedures and forms regarding insurance benefit programs provided by the District; distribute insurance forms and materials to employees; organize and coordinate benefit fairs; collect new enrollment forms and calculate and process rate changes for new year; update assigned computer system; notify vendors with updates and changes.
- Respond to employee inquiries regarding their retirement system; assist with the proper completion of paperwork and the setup of retiree benefits; maintain retiree files; collect and process payments; recalculate retiree benefits as appropriate; prepare letters related to retiree's cost of benefits and due dates when payments are required.
- Input employee data into County Office payroll database in accordance with established procedures; submit appropriate forms and documentation; maintain accurate employee records; input salary increases and employee terminations; update payroll cards, retirement and benefit information into County system.

- Prepare and maintain files, records and a variety of reports related to assigned functions; compose and type a variety of complex correspondence; complete employment verification forms.
- Prepare and sort payroll checks for mailing or distribution according to established procedures; process special payroll checks as needed.
- Enroll employees in COBRA; process COBRA documents according to established procedures; notify employees of COBRA rights upon termination.
- Operate a variety of office equipment including a printer, copier, calculator, computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend a variety of meetings and workshops as assigned.

OTHER DUTIES:

- Assist auditors with providing supporting documents required for internal audits.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Payroll, retirement and employee benefit policies, procedures, processes and forms.
- Preparation, maintenance, verification and processing of payroll records.
- District payroll policies and procedures.
- District employee benefit packages and insurance programs.
- Applicable laws, codes, rules and regulations.
- Record-keeping techniques.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Mathematical computations.
- PeopleSoft desired.

ABILITY TO:

- Perform a variety of responsible technical accounting duties involved in the preparation, processing and maintenance of the District payrolls.
- Respond to requests and inquiries from District employees regarding payroll, benefits and retirement processes and procedures.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Monitor, adjust and reconcile payroll data.
- Assemble, organize and prepare data for records and reports.
- Make mathematical computations with speed and accuracy.
- Meet schedules and time lines.
- Maintain records and files and prepare reports.
- Type or input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in finance, accounting or a related field and four years of payroll or financial record-keeping experience. BA preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Constant Interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to file materials.

Board Approved: 1/10/2017