

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN I

BASIC FUNCTION:

Under the direction of the Manager-Compensation and Benefits, perform accounting work in the preparation, processing, verification and maintenance of payroll and related records for District certificated and classified personnel.

DISTINGUISHING CHARACTERISTICS:

Payroll Technician I performs a variety of specialized accounting duties in area of processing payroll and related records for assigned payrolls. Payroll Technician II's are assigned more complex payroll functions.

ESSENTIAL FUNCTIONS:

Provide quality customer service in assisting employees with payroll issues.

Organize, prepare and maintain payroll record information for certificated and classified personnel.

Review and verify coding and input data for regular and variable payrolls; audit payroll information for accuracy.

Maintain voluntary deduction files to include computation, input, verification and balancing to the payroll register.

Audit and input employee W4, DE4, W5 and other forms.

Communicate with District active and retired employees and various governmental and insurance agencies regarding payroll and employee deductions, and related record-keeping requirements, standards and procedures.

Distribute payroll warrants and W2 forms.

Generate and audit salaries for classified and certificated personnel.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control.
Practices and procedures of payroll record-keeping and filing.
Tax withholding, voluntary deductions, garnishments and fringe benefits.
Modern office practices, procedures and equipment.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer terminal and other office equipment.

ABILITY TO:

Perform responsible payroll record-keeping duties.
Learn to 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.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Type at a minimum of 35 words per minute from clear copy.
Maintain records and prepare reports.
Operate a computer and standard office equipment.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of financial record-keeping and bookkeeping experience including some experience in the preparation of payroll records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.