



Fremont Union High School District

Position: Payroll Services Specialist

Department/Site:	Business Services	Range:	116
Reports to/ Evaluated by:	Business Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of a Business Administrator, analyzes, prepares, and performs clerical and technical accounting and financial data entry and record keeping activities involving the preparation, processing and maintenance of the District's payroll for certified, classified, hourly, and special payrolls. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents will perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Interprets and implements proposed legislation, laws, regulations, contract provisions and decisions that affect the payroll process and retirement reporting.
- Maintains and meets strict payroll and reporting controls, schedules and timelines.
- Resolves, researches, and analyzes payroll discrepancies.
- Serves as a technical resource to administrators, employees and outside agencies concerning payroll functions and accounting activities, salaries, deductions, retirement plans and other contribution accounts.
- Manages and safeguards highly confidential and sensitive employee information including but not limited to Worker's Compensation, Disability leaves, and TSA/Investment accounts.
- Interprets, researches and compiles data for Public Information Requests
- Performs complex and technical accounting duties related to assigned accounting areas; establishes, monitors and maintains assigned accounts.
- Prepares and reconciles regular and variable payrolls for administrative, certificated, classified and student personnel.
- Calculates and posts retroactive payroll journals for any corrections due to budget changes.
- Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union and withholding taxes.
- Reviews and audits employee authorizations generated by Human Resources; adjusts, corrects and verifies salary placement of employees and various payroll codes relating to retirement, bargaining unit, social security, Medicare, deferred pay, etc.
- Tracks and maintains balances for high volume of complex leave calculations, including rollover an accrual of all employee leaves.
- Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, and other payroll information and submits changes that update master computer files. Verifies completeness of data.
- Posts onto a computer-aided data entry format, payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items. Audits payroll deductions and earnings registers for accuracy.
- Prepares applicable W2C statements/attachment for employees

- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap.
- Sets up and maintains payroll codes for additional monthly earnings.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares any necessary adjustments.
- Prepares a variety of payroll documents such as, but not limited to, edits to and manual warrants, hourly payrolls, federal withholding forms, retirement forms, adjustments, etc.
- Completes employee salary verification forms and reports.
- Reviews and reconciles actual monthly payroll information/details with STRS and PERS systems.
- Completes detailed calculations of retroactive and pay adjustments in accordance with STRS and PERS systems.
- Audits time sheets or preliminary payroll lists to verify hours, rate of pay, and budget account code number for monthly and supplemental payrolls. Audits or calculates balances of items such as sick leave, vacation, and personal leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts.
- Maintains employee attendance records; verifies and inputs individual sick leave and vacation allowances, usage and payoffs; distributes related lists and notices as needed.
- Distributes warrants, annual W-2 forms, sick leave registers and other payroll documents as necessary.
- Answers questions or concerns from employees requiring explanation of calculations, rules and regulations governing payroll processing. Provides employees with necessary forms and assist employees with questions regarding payroll procedures, tax shelters and voluntary deductions. Assists employees with miscellaneous questions and requests.
- Interacts closely with Human Resources, Budgeting, and other functions to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- Assists external auditors as requested in reviewing the District's financial records reports and transactions.
- Participates in year-end closing procedures for assigned accounting areas.
- Prepares reports to outside agencies and communications to affected employees, as necessary
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires ability to plan, coordinate and manage continuous and overlapping schedules and deadlines with multiple reporting agencies.
- Requires ability to work effectively under pressure and with minimal supervision.
- Must be able to work in a high-pressure environment with strict and consequential deadlines.
- Requires technical knowledge of the practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
- Requires knowledge of the laws and regulations governing payroll and retirement systems, e.g. STRS, PERS.
- Requires knowledge of spreadsheet programs and procedural knowledge of the data entry system for payroll and other fiscal information.
- Requires sufficient knowledge of labor and other contracts to properly interpret and calculate salaries.
- Requires sufficient human relations skill to convey technical concepts to others and to exercise patience in frustrating exchanges of information.
- Requires sufficient writing skill to document conversation, prepare memos, and prepare procedures.
- Requires demonstrated ability and dexterity to enter data onto standardized formats within computerized database programs using keyboards, basic keyboarding or 10-key skills and calculators.
- Requires the ability to learn and apply laws, codes governing payroll and retirement in California, as well as policies, procedures, and labor contracts used by the District.
- Must be able to prepare clear, complete and concise financial records and analyze payroll and accounting.

- Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.
- Requires the ability to use a range of personal computer software such as spreadsheets, word processing, and databases.
- Requires the ability to extract data from databases and import into formats that produce reports.
- Requires the ability to ensure the confidentiality of private information.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by two years of college level course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of public-school payroll system and/or auditing or reporting of public school's retirement system and local educational agency financial and statistical records.
- Bachelor's degree in Business or Finance preferred.

Licenses & Certificates:

- May require a valid driver's license, car insurance and meet district standards for transporting students.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District office environment subject to constant interruptions.