

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

PERSONNEL

JD 4200.1

PAYROLL TECHNICIAN

Definition

Under general supervision, to plan, operate, coordinate, supervise and perform complex and specialized accounting work related to the preparation, processing, maintenance and distribution of the District's certificated, classified and hourly payrolls.

Responsible to

Financial Accountant

Examples of Duties:

1. Maintains payroll records, forms, files and documents required for proper calculation and processing of payroll for classified and/or certificated personnel. Establishes and maintains all employee payroll-related records on the County System.
2. Calculates pay in accordance with established time lines, pertinent contracts and other legal requirements.
3. Verifies, audits and processes payroll changes; computes and inputs adjustments.
4. Reviews, audits and extends data on time sheets; corrects discrepancies and inputs data into the County payroll system.
5. Administers the District's vacation and sick leave program.
6. Communicates with District personnel to resolve payroll issues, research information, and explain various policies, procedures, regulations and requirements.
7. Provides assistance to employees and supervisors regarding pay, voluntary deductions, time sheets, wage assignments, attendance and payroll expenses distribution.
8. Monitors and implements changes in statutory and contractual payroll and benefit requirements.
9. Prepares salary schedules for input in the payroll system.
10. Verifies, sorts and distributes warrants upon receipt from the County Office of Education; sorts and distributes W-2's to schools and departments.

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11. Processes requests to replace lost warrants.
12. Determines final payments for employees going on leave, retiring, or terminating. Alerts supervisor of overpayments to employees.
13. Inputs, stores, retrieves and manipulates data in automated systems; develops and generates specialized reports for District administrators and other reports mandated by County, State and Federal agencies.
14. Retrieves and compiles information to audit workers compensation vouchers; processes vouchers on salary abatement forms for District reimbursement.
15. Researches past payroll records in response to inquiries from County and State agencies and court subpoenas.
16. Operates computer and peripheral equipment, calculator, copier, typewriter and other office machines.
17. Performs other related duties that may be assigned.

Qualifications Guide

Knowledge of:

1. District Policy, County Office procedures and Education Code provision, pertaining to payroll and salary related benefits.
2. Classified and Certificated collective bargaining agreements pertaining to salary, hours, and benefits.
3. School accounting procedures related to payroll.
4. Classified and Certificated employee retirement systems.

Ability to:

1. Keep computer records.
2. Analyze data.
3. Prepare accurate reports.
4. Make arithmetical calculations rapidly and accurately.
5. Apply and interpret payroll policies and procedures.

Payroll Technician

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6. Operate a computer and spreadsheet software as well as standard office machines and equipment.

Training and Experience

At least three years experience in responsible record keeping or payroll preparation and experience in the maintenance of financial or statistical records; equivalent to the completion of the twelfth grade, supplemented by college course work in accounting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: March 15, 1993