

Enterprise Elementary School District Job Description

Job Title: Payroll Specialist
Confidential Position

Department: Business Services

Reports To: Assistant Director of Business Services

Range: Confidential Salary Schedule- Range F

Prepared By: Assistant Director of Human Resources

Prepared Date: August 18, 2011

Approved By: Board of Education

Approved Date: September 7, 2011

SUMMARY: Under supervision of the Assistant Director of Business Services, is responsible for the preparation of the District's payroll and payroll accounting record management functions. May be required to assign duties, supervise the daily activities and provide input to the evaluation of other payroll employees.

Duties require initiative, confidentiality, good judgment and the ability to perform all tasks in a very independent manner. This is a confidential position handling matters related to the district collective bargaining process and other related work requiring a high degree of organizational, clerical, planning and general business skills, which will be used to provide the best possible support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establishes processes and maintains payroll for all District employees (certificated, classified, confidential, management, substitutes, etc.) such as timecards, garnishments, benefits, deductions and all related documentation for regular and supplemental payroll cycles. Processes payroll changes and adjustments, new hires and resignations.
- Maintains employee sick leave and vacation records; responsible for related notification letters.
- Maintains payroll related portion of personnel files.
- Processes daily: mail, phone calls and other related inquiries.
- Processes and prepares a variety of documents including payroll registers, payroll reports, employee status reports, insurance detail and a variety of other documentation adhering to legal mandates, policies and operational guidelines.
- Processes and maintains district health, dental and life insurance premium payments and records
- Assists employees with benefit programs including health and welfare benefits, PERS, STRS, etc.
- Maintain database, information, process letters and communications for and with District retirees insurance.
- Provide responses to verification of employment request, unemployment audits, workers' compensation payroll information, and other special surveys and information requests.
- Processes monthly accrual warrants.
- Attend required meetings and legal hearings.
- Assists the Business department in the preparation and research of materials necessary for compensation, calculations for negotiation, budget and accounting purposes.
- Assists Human Resources with contractual/negotiation items and employee pre-leave meetings.
- Prepares and maintains records for employee experience, pay rates, etc.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Practices, legal mandates, policies, operational guidelines pertaining to payroll.
- Manual and computer-assisted payroll record and fiscally related management systems;
- Computer hardware and software application programs commonly used in accounting and payroll operations; ie databases (FileMaker Pro/Access; Excel; Word Programs)
- Ed code relating to payroll and employees
- Generally Accepted Accounting Principles (GAAP)

Ability to:

- To meet payroll and other assigned deadlines.
- To perform all essential duties and functions using a computerized payroll and accounting system.
- Perform complex payroll arithmetical calculations and accounting functions; Audit, review and effectively compile payroll reports, records, and related summaries with accuracy;
- Skillfully operate computer terminal and other standard business related equipment;
- Work under stress meeting critical timelines with a calm poised manner;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships;
- Communicate effectively, tactfully and with friendliness to staff and public with a broad range of experience and knowledge.
- Create payroll related letters and memorandum.

EDUCATION AND/OR EXPERIENCE: AA Degree in business or related field desired. Four (4) years of responsible experience in payroll record management, auditing and reporting preferred. Any combination of experience and training that would likely provide the required knowledge and skills is considered.

LANGUAGE SKILLS: Ability to communicate effectively both orally and in writing. Ability to work independently with little direction. Ability to establish and maintain cooperative relations with other public officials, school employees, parents and students. Ability to maintain records, prepare reports, etc. Computer skills to maintain the District payroll accounting system/program and other communications.

CERTIFICATES, LICENSES, REGISTRATIONS: Possess a valid California Driver's License. Obtain fingerprint, TB and physical clearance. Pass the Payroll Specialist exam administered by the District.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to effectively present information to administrators, staff, the public, and the Board of Education. Communicate effectively, both orally and in writing, using clear standard English.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.


WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually quiet to moderate.



Superintendent



Board Approval (Clerk)

September 7, 2011

Date

September 7, 2011

Date