

## NEVADA JOINT UNION HIGH SCHOOL DISTRICT

### *Confidential Management Job Description*

#### **SENIOR PAYROLL TECHNICIAN**

**General Definition:** Coordinates timely preparation and maintenance of certificated and classified payrolls. Maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing to general ledger.

**Under Supervision of:** Budget and Accounting Coordinator/Designee

**Employment Term:** 12 months

**Hours:** 8 hours per day

**Salary Range:** 29

#### Qualifications

**Education/Experience** Associates degree in general business or equivalent concentration and four years of experience in payroll processing and audit. Additional experience may substitute for higher education.

**Skills** Thorough knowledge of the laws, regulations, and procedures that govern payroll and payroll processing. Requires a working knowledge of accounting procedures used in education and general ledger record keeping. Required knowledge of accounting entries for adjusting journals and applying to general ledger, computer-aided office productivity software and special accounting/payroll software using relational databases, requires sufficient math skills to perform complex payroll calculations and conversions, sufficient reading skills to read codes, regulations and tax laws, and writing skills for reports and procedures.

Requires sufficient human relations and language skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem resolution.

**Abilities** Requires the abilities to perform all aspects of the position, to maintain accurate payroll records and prepare accurate tax returns, 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 data and prepare financial statements pertaining to the area of specialization. Requires the ability to learn the District's chart of accounts. Requires the ability to conduct

technical research, complete complex arithmetic computations and prepare reports. 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, check, and are remitted to other organizations. Requires the ability to ensure the confidentiality of private information.

Valid California Driver's license. General knowledge of first aid and CPR.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and require light physical effort.
3. Lifting 25 pounds maximum or carrying any object up to 15 pounds.
4. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand/eye/arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment.
5. Requires visual acuity to read computer screens, printed materials and detained accounting information.
6. Requires auditory ability to carry on conversations over the phone and in person.

Position Duties and Responsibilities:

1. Coordinates and participate in processing of all District payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
2. Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
3. Prepare regular and variable payrolls for all employees (administration, certificated, classified and student personnel, etc.) and prepares retirement reports. Oversees and computes payroll deductions including, but not limited to, those for retirement, union, dues, tax sheltered annuities, credit union and withholding taxes.
4. Prepares payroll journal adjustments to the District's accounting general ledger, Audits payroll accounts and transactions and prepares supporting documentation.
5. Interprets and explains a complete range of payroll policies to employees.
6. Trains and performs quality reviews of the work of other employees assigned to payroll. Reviews work, answers questions and assists with the more complex computations.
7. Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions. Maintains current payroll records for all employees.
8. Prepares retirement and withdrawal forms and reports for both certificated and classified pay systems.

9. Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversees and posts changes to District records. Prepares annual total compensation statement for each employee showing income, benefits, and deductions.
10. Analyzes and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits.
11. Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each employee. Prepares a variety of reports.
12. Provides information to employees concerning salaries, deductions, and general payroll policies.
13. Responds to requires and sets up payroll adjustments for voluntary and legal forms of salary reduction.
14. Coordinates and participates in activities connected with the development and maintenance of automated payroll systems.
15. 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.
16. Performs other duties as assigned that support the overall objective of the position.

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