

## ORANGE UNIFIED SCHOOL DISTRICT

### PAYROLL TECHNICIAN

#### **DEFINITION**

Under general supervision performs responsible, varied, and specialized tasks in payroll and related financial and areas; performs responsible and difficult payroll accounting work in the processing of payrolls for District employees; confers with District and school personnel to develop and implement sound payroll operations. This position classification requires expertise in financial record keeping and documents related to payroll. Directly related experience is necessary to perform the District payroll support programs and services. Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are to be referred to a supervisor. Individuals are expected to learn new systems, procedures and equipment; train and be prepared to assist others in their responsibilities. The incumbent may meet with support, administrative and other personnel to explain and monitor the fiscal result of the District payroll plan.

#### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class.

- Prepare and maintain all payroll record information for all full time and part time classified and certificated personnel;
- Coordinate with the County payroll and retirement divisions;
- Prepare payroll input data for County check processing and receive County print-outs;
- Audit print-outs and effects amendments, changes or corrections to the County computer system;
- Process proper forms from individuals authorizing employment or termination, change of status, tax and insurance deductions, leaves and overtime;
- Reconcile deduction accounts;
- Maintain central records on attendance, leaves and deductions;
- Answer payroll and payroll deduction questions;
- Prepare reports, summaries and projections as required;
- Insure the property and legality of payroll transactions;
- Distribute payroll warrants, retirement and W-2 forms;
- Performs related duties as required.

#### **Qualifications Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

#### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: High school graduate supplemented by course in typing, bookkeeping and office procedures. Three (3) years of successful, increasingly responsible account clerk experience.

#### **Knowledge of:**

- Payroll accounting, practices, procedures and terminology;

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- Basic mathematical, ledger and record keeping procedures;
- Office practices, procedures and machines including calculators and related business equipment;
- Correct English usage, grammar, spelling, punctuation and mathematics;
- Human relationships in working and communicating with others;
- Operation of computers and computer programs.
- Safe working methods and procedures.

#### **Skill and Ability to:**

- Perform the Districts payroll and services program;
- Make mathematical calculations, do filing, post and check statistical records rapidly and accurately;
- Prepare accurate financial summaries, projections and reports independently;
- Comprehend and follow general and technical written and oral instructions, policies and procedures;
- Evaluate and analyze problems, issues and concerns, and recommend appropriate alternative solutions;
- Communicate effectively in oral and written form to a variety of audiences;
- Establish and maintain cooperative organizational, public and educational community relationships with those contacted in the course of work;
- Operate standard business equipment including computers and computer programs relative to fiscal management;
- Type 35 words per minute;
- Use calculator and adding machine.

#### **Physical Requirements and Working Conditions:**

##### **Light Work:**

Perform work which is primarily sedentary.

##### **Mobility:**

Require mobility of arms and to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.

Require dexterity in working with business machines, materials and objects.

##### **Vision:**

Require vision (which may be corrected) to read small print.

##### **Hearing:**

Require accurate perceiving of sound.