

PAYROLL/BENEFITS TECHNICIAN

DEFINITION

Under direction, perform a variety of complex clerical work involving maintenance and support of various financial, payroll, district insurance and benefit plans; and other related work as required.

EXAMPLE OF DUTIES

Perform any combination of the following: Prepare district payrolls, reports and related documents; post, assemble, tabulate, compute, compare, and file financial data; apply standard formulae and use predetermined guides to monitor adherence to laws, policies, and good accounting practice relating to payroll and employee benefits accounting; perform data entry into financial data base; prepare reports utilizing computer spreadsheet applications; apply both classified and certificated rules and regulations in determining payments and maintaining records; review and analyze payroll and employee benefits data including computer listings and microfiche records; compute and initiate adjustments for correction of salary payment and deductions; maintain payroll, employee benefits and other related records; prepare, change and audit payroll and employee benefits data retained in computer; answer correspondence and inquiries regarding assignment data, time reporting methods, and rules and regulations regarding payroll/benefit matters; work under considerable pressure of deadlines and work volume, exercising independent judgment with regard to financial matters; provide discreet payroll/benefit information, as authorized by subpoena or supervisors, to loan companies, courts, public agencies, and other units of the District; provide explanation of complete employee benefits package to new employees and provide assistance in completion of benefit forms/applications; maintain records of employee deductions and make payments to proper companies; submit billings for payment on employee fringe benefits; act as liaison with employee insurance carrier and other appropriate agencies; reconcile voluntary deduction warrants with statements; provide annual membership lists and related statements and reports for agencies and individuals as required; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district payrolls delineated by state retirement systems and Federal/State regulations;
Standard methods, terminology and practices of bookkeeping, payroll and financial recordkeeping;
General office practices procedures and terminology;
Complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Standard office machines, equipment, and computers.

Ability to:

Independently prepare accurate financial and statistical statements, summaries and reports;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, including computer and peripheral equipment;
Understand and follow oral and written instructions;
Complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Work with a minimum of supervision;
Read and understand employee fringe benefit information;
Apply district policies, regulations and procedures judiciously;

Ability to (continued):

Learn and adapt to new procedures, systems, and policies, applying them with good judgement in a variety of procedural situations;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, budget planning, business management, employee benefit matters or closely related fields.

Experience:

Three years of responsible accounting and fiscal record management and reporting experience, preferably including one year of performing specialized functions pertaining to payroll accounting and employee benefit programs.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office accounting equipment.

Pre-placement Physical: Class I