
Position:	Payroll Assistant	FLSA:	Non-Exempt
Department/Site:	Payroll	Salary Grade:	15
Reports to/Evaluated by:	Payroll Manager	Salary Schedule:	Classified

SUMMARY

Performs a variety of technical and routine clerical payroll duties in support of the payroll staff including processing payroll and related financial records, entering payroll information into a computerized payroll system.

DISTINGUISHING CAREER FEATURES

This is an entry level position within the payroll department. This classification deals with preparation, processing and maintenance of payroll records and contacts outside of the department. Work consists of posting and balancing a number of fairly diverse transactions to appropriate payroll accounts. Work is performed with minimal supervision, guided by California Education Code and standard operating procedures. There is regular contact with other departments concerning problems and payroll records. Work is checked for accuracy, neatness and completeness on an intermittent basis. Work is usually performed in an open office environment with minimal exposure to health and safety considerations. Advancement to Payroll Technician from Payroll Assistant requires additional experience and training in the computation of a variety of technical and clerical payroll duties, knowledge of payroll related computer programs, payroll postings and report preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of clerical duties involved in processing hourly certificated and classified payroll as assigned.
- Review, prepare and input/import time sheets. Reconcile totals, balance and verify data. Identifies and computes overtime compensation assuring proper authorization. Prepare and maintain excel spreadsheets for import that involves technical skill level.
- Computes and maintains processing and data integrity of voluntary deductions for employees, e.g., union dues, tax shelter annuities, wage garnishments, tax withholding, and various insurance policies.
- Prepare and input/import employee leave to the absence reporting system. Balance the posting of leave hours and prepare necessary pay adjustments upon the exhaustion of paid leave. Leads Certificated and Classified employee leave posting through to completion.
- Audits accuracy of substitute information in sub-reporting system entered by sites and departments. Export data and upload to process through timecard entry. Review, prepare and input time sheets. Reconcile totals and verifies data.

- Reconciles monthly Section 125 deductions for dependent day care and unreimbursed medical. Process and maintain American Fidelity statement for employee voluntary deductions.
- Responds to employee inquiries regarding payroll issues, e.g. tax shelter annuities, earnings and adjustment, federal/state tax withholding, etc...
- Works with third party administrator for tax sheltered annuities to ensure compliance and accuracy of maximum allowable contributions.
- Respond to Employment Verifications from inquiring lenders. Provides salary information and employment history.
- Assists in state pension reporting edits and membership verification.
- Operates a variety of equipment including a computer and printer, calculator, copy machine and envelope stuffing machine.

QUALIFICATIONS

Knowledge and Skills: Requires working knowledge of the practices and terminology of payroll accounting practices, office procedures and methods, business calculations and recordkeeping. Requires working knowledge of spreadsheet programs. Requires sufficient human relation skills to exercise patience and discretion in communication with others inside and outside the organization and to communicate payroll concepts to others.

Abilities: Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Must be able to perform arithmetic operations quickly and accurately. Must be able to analyze and interpret compensation policies and procedures

Physical Abilities: Requires sufficient hand coordination to use a keyboard for routine typing and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.

Education and Experience: Requires a high school diploma or equivalent. Coursework with emphasis in bookkeeping and a minimum 2 years experience in the maintenance of financial or statistical record keeping, cashiering or general clerical capacity. Additional education may be substituted for experience.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.