
Position:	Payroll Specialist	FLSA:	Non-Exempt
Department/Site:	Payroll	Salary Grade:	25
Reports to/Evaluated by:	Payroll Manager	Salary Schedule:	Classified

SUMMARY

Performs technical and advanced payroll activities involving the preparation, processing and maintenance of the District’s payroll and retirement reporting. Prepares and maintains appropriate accounts involving posting and balancing.

DISTINGUISHING CAREER FEATURES

This is an advanced level position within the payroll department. There is typically no direct line supervision over others, although the incumbent may act in a team leader capacity over others assisting or performing similar work. This classification deals with preparation, processing and maintenance of payroll records. Work consists of posting and balancing a number of fairly diverse transactions to appropriate payroll accounts. Primarily work is performed independently, guided by California Education Code, Board Policy, state pension retirement laws 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 from Payroll Specialist requires additional experience and training in the computation of a variety of complex and technical duties, advanced data integrity skillset, knowledge of payroll related computer programs, payroll postings, report preparation, and leading the performance of other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Produce and maintain a complete set of records regarding various contracted employee pay groups in order to track and balance salary and employee changes. Prepare and post various entries into the payroll system, as necessary, to ensure employee payroll is accurate.
- Audit and verify the processing of employment requisitions and Human Resources data entry. Review requisitions for proper classifications within the HR/Payroll system and coordinate any changes with HR personnel.
- Assist with state pension queries, exception reports. Review and audit reports for accurate pay rate, earnings and service credit details. Analyze prior reporting details and post required entries as necessary. Monitor nonmember employee payroll pension transactions for mandatory membership qualifications. Transmit service credit buyback/purchase file and submit payment to appropriate retirement system.
- Respond to various employee inquiries regarding their retirement system. Provide accurate information to queries regarding an employee’s accumulated service credit, pension calculation formula, service credit buybacks/purchases, etc. If required, review and complete employer portions of employee retirement applications and forms.

- Review new hired employees for proper retirement system placement. Use state retirement systems' web based application to determine prior retirement system membership or establish new member accounts. Maintain changes to employee membership data, as required, within the retirement system database.
- Perform a variety of advanced technical payroll duties involved in the processing of the District's payroll and timesheets. Post and verify various computer entries into the payroll system. Use computer system to run payroll reports.
- Initiate necessary payroll deductions for statutory benefits and retirement.
- Review, prepare and input timesheets. Reconcile totals, balance and verify data. Compute overtime compensation assuring proper authorization.
- Prepare expense transfer adjustments in response to FMLA. Work with and provide data to Financial Analysts and Sr. Accountants in resolving payroll related budget questions.
- Provide backup to Payroll Assistants with general customer service to walk-in employees or customers. Respond to employee inquiries regarding various payroll issues.
- Maintain mileage allowance payments to various management employees as required. Maintain mobile device allowance through the request process.
- Prepare and monitor leave of absence records. Prepare and post salary adjustments related to exhaustion of paid leave (e.g. sick, vacation, worker comp). Track various leave periods such as FMLA and maternity leave. Determine date for placement of employee on 39-month reemployment list. Provide information to HR and Benefits Departments.
- Prepare salary estimates for personnel inquiring in the areas of budgeting and career advancement.
- Print checks and direct deposit stubs
- Provides technical information and instruction to personnel regarding procedures and methods involved in processing payroll; interprets and explains rule and regulations regarding payroll in relation to Education Code.

QUALIFICATIONS

Knowledge and Skills: Requires working knowledge of California Ed Code, practices and terminology of payroll accounting practices, office procedures and methods, business calculations and recordkeeping. Requires working knowledge of spreadsheet programs and in-depth procedural knowledge of the fiscal system. 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. Requires continuing education and knowledge of retirement laws and compliance regulations.

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: Typically requires completion of an AA degree with college level coursework in accounting and bookkeeping and a minimum 5 years experience in the maintenance of financial, payroll or statistical record keeping, cashiering or advanced 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.