

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PAYROLL SPECIALIST (CONFIDENTIAL)**

DEFINITION:

Under supervision of the Assistant Superintendent-Business Services, the Payroll Specialist will perform a variety of technical payroll duties in the preparation and processing of County Office and school district payrolls to assure employees are paid in an accurate and timely manner; prepare, process, maintain and assure accuracy of a variety of employee payroll information, forms, records and reports.

ESSENTIAL DUTIES AND JOB FUNCTIONS:

- Perform a variety of technical payroll duties in the preparation and processing of assigned County Office and school district payrolls to assure employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents.
- Receive, process and audit employee time cards and related information; verify proper authorizing signatures and calculations; input and adjust time card information including deductions into an assigned computer system; identify and resolve errors and discrepancies.
- Establish and maintain detailed automated permanent records regarding personnel; process, input and update a variety of data including pay rates, deductions, benefits, contributions, tax status, position changes, leave, benefits, garnishments, contracts and other employee information.
- Compile and verify a variety of employee and payroll data and information; prepare, process and evaluate a variety of payroll-related forms and applications; calculate, code, prepare and revise hours, pay rates, taxes, leave, stipends, longevity, retirement and other payroll data and adjustments.
- Balance, reconcile and submit payrolls for check processing; compare, audit and reconcile payroll reports, pre-lists and printouts with timesheets and payroll records to assure accuracy; review and audit payroll data, records and reports for accuracy; make appropriate corrections and adjustments.
- Serve as a technical resource to County Office personnel, school districts and others concerning assigned payroll functions and set up; respond to inquiries and provide technical information concerning benefits, transactions, salaries, deductions, leave, records, laws, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports related to payroll, employee information, time sheets, benefits, salaries, leave, taxes, deductions, payments and assigned duties; prepare and develop spreadsheets; establish and maintain filing systems.
- Monitor, evaluate and adjust data and information related to employee leave, benefits and taxes; calculate and verify salary, tax and other payroll adjustments; resolve payroll and benefit discrepancies as needed.
- Communicate with County Office personnel, school districts and various outside agencies to exchange information and resolve issues or concerns.

- Receive, process and prepare insurance billings for payment as assigned; collect employee and retiree payments; arrange for and follow up on related billings; reconcile insurance billings and audit for accuracy; process and distribute payroll and vendor checks as required.
- Assist in assuring assigned payroll and accounting functions comply with established standards, guidelines, requirements, laws, regulations, policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose, distribute and respond to a variety of correspondence; duplicate, distribute, collect and request materials as needed.
- Process new hires and terminations as appropriate; process a variety of special payroll transactions such as accounts payable deductions, retroactive pay, garnishments, overpayments, underpayments, overtime, late time cards, final checks, dues, benefit audits and reimbursements.
- Develop and maintain payroll calendars, salary and benefit tables as assigned.
- Perform related duties as assigned.
- Drive occasionally for department business (optional).

KNOWLEDGE OF:

- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions.
- Principles and techniques involved in payroll preparation and processing. Methods, procedures and terminology used in technical payroll work and reporting.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding, voluntary deductions and employee benefits.
- Verification and processing of payroll records and reports.
- Data control procedures and data entry operations.
- Payroll policies and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

ABILITY TO:

- Perform a variety of technical payroll duties in the preparation and processing of County Office and school district payrolls to assure employees are paid in an accurate and timely manner.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll and benefits data.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Serve as a technical resource concerning payroll functions.
- Process employee time information and related documents for payrolls.

- Type or input data at an acceptable rate of speed.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from high school supplemented by college-level course work in accounting or related field and three years general accounting experience including work with payroll functions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.
- Ability to lift, carry, push, pull or otherwise move 10 – 20 pounds.

ENVIRONMENT:

Office Environment.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.