



Job Description

Title: Payroll & Benefits Specialist	FLSA Status: Non-Exempt	Months: 12
Supervisor: Director, Finance	Supervises: N/A	Range: 37
Department: Business	Bargaining Unit: Classified	Approved: 5/31/2022

GENERAL SUMMARY:

Under the direction of the Director of Finance, Business Services, performs complex and specialized duties in the preparation and processing of the District payroll and benefits for certificated and classified employees; exercises good judgement in the application and interpretation of policy, regulations and procedures related to payroll functions, and performs related work as required.

DUTIES AND RESPONSIBILITIES:

Analyzes financial reports (e.g., labor distribution, payroll related data, contracts, etc.) for the purpose of assuring accurate program and funds distribution and compliance with district, local, county, state and federal requirements.

Acts as liaison between employees, vendors and/or administrators for providing data.

Approves special checks and expedited processing for the purpose of compensating employees outside the standard payroll processing system.

Assists County, State and Federal auditors in providing requested payroll or benefits information (e.g., contract requirements, time sheets, wages paid) for providing required information and coordinating necessary project activities.

Assists with training other staff as needed for payroll related tasks.

Distributes payroll, benefits and other documents (e.g., open enrollment packets, new/change forms, flyers, identification cards) for providing documents in a timely manner.

Download and extract payroll and benefits data for compiling reports to compare and reconcile with human resources data, mandated costs, medical programs, full time equivalency calculations, and statewide financial personnel tracking, etc. As necessary, presents such reports on behalf of the District.

Maintain records and prepare all payroll tax reports and remittances, including quarterly and annual related payroll reports.

Maintains payroll and benefits information (handouts, district website, etc.) for providing information in a timely manner.

Maintains a variety of payroll, benefits, workers' compensation payroll related tasks, and other information, files and records for ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Maintains working knowledge of COBRA, FMLA, wage and hour laws in concurrence with the Education Code.

Monitor accounting for payroll expenses for the purpose of ensuring accuracy of budget reference and adequate funds in accounts referenced for timesheets, personnel action requests, and other centrally processed site expenses.

Monitors assigned payroll, employee benefits, and workers' compensation payroll related tasks activities and/or components (e.g., leave time, work location, eligibility, regular and special payroll) for the purpose of ensuring stated outcomes are achieved, deadlines are met, relevant policies and procedures are adhered to, and services are efficiently provided within budgetary guidelines.

Monitors and researches the withholding of employees' contributions of statutory fringe benefits, federal and state taxes, tax sheltered investment plans, section 125 plans, and voluntary insurance plans to insure compliance with district contracts and policies and federal and state laws, regulations, and requirements.

Oversees and reviews special projects as assigned (e.g., maintaining salary schedules) for ensuring the effective and timely completion of department and District objectives.

Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes payroll related data (e.g., time sheets, withholding information, employment verifications, and adjustments) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.

Provides technical expertise, prepares salary, and benefits cost analyses as requested for payroll and benefits purposes.

Recommends policies, procedures and/or actions for providing information and/or direction that ensures efficient operation and regulatory compliance of District's payroll activities.

Reconciles invoices from benefit providers to ensure accurate, timely payment.

Reconciles processed payroll for the purpose of ensuring accuracy of payroll and complying with related policies, practices and/or regulations.

Research, compile, prepare and revise financial data related to assigned accounts and activities for numerous local, state and federal reports.

Resolves discrepancies with payroll and/or information and/or documentation (e.g., payroll, benefit providers, withholding, workers' compensation payroll related tasks, abatements, salary status) for ensuring accuracy of records and employee payments.

Responds to inquiries regarding a wide variety of procedures and requirements (e.g., wage levies and garnishments, savings, contributions, direct deposits) for providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

Serves as a technical resource to employees and responds to inquiries regarding payroll and benefits enrollment and administrative procedures including wage levies and garnishments, savings, employee benefits offerings, contributions, direct deposits, taxes, paychecks and workers' compensation payroll related tasks.

Troubleshoots and resolves employee issues and concerns regarding benefits, payroll and related District software computer system issues; researches information as necessary; prepares and distributes correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; assists employees with related informational materials, refers staff to outside resources as appropriate.

KNOWLEDGE of:

- Methods, procedures and terminology used in technical accounting work and audits.
- Modern business office organization, procedures and practices.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounts receivable, accounts payable and related business functions of an educational organization.
- Applicable laws, codes, regulations, policies and procedures governing school district financial transactions.
- Basic practices, procedures and techniques involved in payroll preparation, employee benefits administration and processing.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- 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.
- MS Excel and proficiency using it to accomplish high level payroll related tasks, calculations, auditing and reporting.
- Arithmetic computations.

Skills/Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Prepare complex financial reports that require the computation of data from a variety of records and sources related to the assigned function.
- Post, assemble, tabulate and compare financial data.
- Assist in gathering information for budget preparation and monthly school and department budget updates.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Verify insurance billings and voluntary deduction totals and issue warrant payments.
- Prepare and review comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Independently maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- 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 timelines.
- Perform arithmetic calculations quickly and accurately.

ADDITIONAL RELATED DUTIES/RESPONSIBILITIES:

Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.

Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

Education and Experience:

Job related experience with increasing levels of responsibility is required. A typical qualifying background would include graduation from high school or equivalent; post-high school course work in bookkeeping or financial recordkeeping; three (3) years of full-time, increasingly responsible payroll, accounting, and/or fiscal clerical experience; three (3) years' experience in public school district payroll/accounting functions.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.