



Job Title: Payroll Technician
Department: Business
Reports To: Payroll Manager
FLSA Status: Non Exempt
Salary Schedule: SC Lane 10

SUMMARY

The Payroll Technician performs a variety of payroll functions as it relates to proper calculation of wages, overtime, and supplemental pay, voluntary and involuntary deductions. The Payroll Technician researches, resolves, and communicates complex payroll issues accurately and efficiently both orally and written; provides payroll processing support to the Payroll Manager to ensure accurate and timely payroll processing; reconciles and requests remittances for vendor payments associated with payroll withholding.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Assists and trains other school secretaries in applicable payroll accounting procedures. Trains employees on payroll processes, including timekeeper and employee online.

Compiles payroll data such as hours worked, sales or piecework, taxes, insurance, and association dues to be withheld, and employee identification number, from timecards and other records.

Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.

Completes employment and salary verification requests for various outside agencies.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.

Records and maintains pay system data to include new hires and transfer of employees between departments.

Prorates expenses to be debited or credited to each department for cost accounting records.

Prepares periodic reports of earnings, taxes, and deductions.

Keeps records of leave pay and nontaxable wages.

Prepares and issues paychecks.

Oversees 403B accounts and third party administrator.

Reconciles payroll deductions to outside vendor invoices.

Creates and maintains the setup of payroll codes in timekeeping software. Coordinates with appropriate IT personnel to ensure system updates are processed.

Audits timecard records to identify errors and works with employees to rectify discrepancies.

Processes deductions to accounts payable interface.

Creates employee calendars annually.

Assists in balancing payroll for all pay periods.

Supports the Human Resources Department in the employment and dismissal of personnel; to assist in the interpretation of personnel policies; and to assist in the designation of salary and other benefits for the personnel in payroll.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have strong computer skills including spreadsheets and databases.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages using a 10-key calculator. Ability to apply fundamental principles and practices of accounting in a public setting.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 08/24/2000	
Approved By: Executive Director, Human Resources		Date: 08/24/2000	
<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Revised	By: Business Administrator	Date: 02/27/2006
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Business Administrator	Date: 06/02/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Finance Director	Date: 05/29/2019
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	