

# STOCKTON UNIFIED SCHOOL DISTRICT

## Senior Payroll Technician

### DEFINITION

The Senior Payroll Technician will perform a variety of technical payroll duties to ensure District employees are paid in an accurate and timely manner; and their retirement is reported accurately and timely prepared as well as maintain a variety of automated and manual records and reports related to the payroll function.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Payroll Operations Manager. This position does not exercise any supervision.

**REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.***

Process certificated and classified payroll; input all employee data in to the Payroll system. Set up and maintain mandated screens. Set up and maintain all voluntary deductions and union dues in the Payroll system. Audit and review reports for accuracy and make any necessary changes to time sheet information including deductions into an assigned computer system; review information for accuracy and make corrections as necessary; reconcile statements and checks (E).

Review, code, correctly calculate and enter all timesheets and miscellaneous pay records. Audit final time sheet records against the batch proof report and the payroll register to ensure employees are paid accurately. Balance and reconcile all pay records with the appropriate reports; once balanced provide the timecard balancing sheets to Analysts (E).

Input tax deductions and employee terminations; receive and process attendance leave and sub dock information for employees; maintain and reconcile long term docks; maintain long term subs and various rates to ensure accuracy of payments (E).

Audit and reconcile the retirement reports, make necessary corrections to all of the retirement reports, ensure the earnings are being reported to the appropriate month and year, based on documentation; key data into the payroll system. Run audit reports and review and audit changes for accuracy. Provide the retirement balancing sheets to the Analysts (E).

Perform misc. monthly tasks as assigned to ensure that the district is compliant with appropriate rules and regulations (E).

Assist District employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, and W-4 forms (E).

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to payroll discrepancies, salaries, deductions, and voluntary deductions (E).

Prepare and maintain a variety files, records related to personnel action forms, payroll, deductions, , increases and assigned activities; generate a variety of mandated and requested computerized reports related to District payroll activities. Receive, sort and distribute paychecks according to established procedures and guidelines (E).

Process special payroll transactions such as corrections from other departments; or late paperwork or any errors that may have occurred on the employees paycheck, Maintain this data for retirement purposes, to ensure that

## Senior Payroll Technician - Continued

the corrected information is what is reported on the retirement report (*E*).

Maintain regular and prompt attendance in the work place.

Perform related duties as assigned.

### **QUALIFICATIONS:**

#### Knowledge of:

- Preparation and processing of payroll information.
- Payroll policies and procedures.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment. Operation of a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

#### Ability to:

- Perform responsible clerical and technical work related to the preparation of District payroll for certificated and classified personnel.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply and explain laws, rules and regulations related to payroll activities.
- Prepare time sheets for payroll process.
- Monitor, adjust and reconcile payroll data.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

#### Education and Experience:

Any combination of education, training and/or experience equivalent to graduation from high school and minimum of three years payroll experience.

## Senior Payroll Technician - Continued

### **WORKING CONDITIONS:**

#### Environment:

Indoor work environment.

#### Physical Demands:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

#### SALARY PLACEMENT

CSEA 821

Range 47 (\$3,691 - \$4,487/mo.)

12 Month Work Year

CSEA Approval: 11/8/17

Personnel Sub: 12/05/17

Board Approval: 12/12/17