

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PAYROLL/BENEFITS TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties related to payroll processing, employer-administered employee benefits and warrant distribution; assure accuracy of payroll including auditing certificated and classified salary calculations; compute a variety of payroll figures including gross salary, taxes, retirement, and other payroll figures; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties related to payroll processing, employer-administered employee benefits and warrant distribution; ensure accuracy of payroll including auditing certificated and classified salary calculations; compute a variety of payroll figures including gross salary, taxes, retirement, and other payroll figures.

Prepare and update files and add new employees to payroll; update current employee information as necessary; review payroll information against various reports received from other departments; process and record changes made to salaries as directed; process employee separation reports and unemployment insurance claims as appropriate.

Participate in calculating employee salary adjustments; assist in providing salary and benefit projections for budget purposes.

Enroll new employees in health and benefit plans; receive and process status change cards for benefits; calculate employer and employee contributions to insurance; prepare and process payments of employer's share of health and welfare benefits; assure compliance with COBRA regulations.

Work collaboratively with insurance vendors to assure appropriate coverage and contract language; resolve health and welfare issues between employees and carriers.

Audit payroll warrants for appropriate signature, leave balances, abatement of funds and wage verification; distribute warrants to employees.

Participate in establishing and maintaining books and accounting records for a variety of programs; reconcile accounts and funds including voluntary deductions, unemployment insurance, school district contribution accounts, payroll revolving fund, self-insurance fund and related accounts and funds; prepare journal entries for corrections.

Perform a wide variety of administrative work for the CSBS Department; maintain accurate and detailed records; verify accuracy of information and research discrepancies; type and proofread a variety of documents including correspondence, reports, and memoranda; answer phones.

Audit salary information to assure compliance with federal, State and local regulations.

Collect, compile, calculate, and distribute a variety of financial data; prepare a variety of financial and statistical reports for County, State, and federal agencies.

Operate a variety of standard office equipment such as a computer terminal and related software, printer, calculator, typewriter and fax machine; code and enter information into the computer; update, verify, and correct input.

Assist auditors from various agencies in verifying accounting records and in explaining reports and procedures used.

Answer questions and provide information to personnel regarding assigned function.

Attend and participate in staff meetings and in-services activities; maintain current knowledge of laws and regulations related to the payroll function.

OTHER DUTIES:

Participate in the preparation of employee offers of employment; assist in contract preparation and compiling data for negotiations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Payroll policies and procedures.

Preparation, maintenance, verification and processing of payroll records.

Methods, practices and terminology used in financial and statistical accounting work.

Basic statistical procedures and mathematical concepts.

Financial record-keeping techniques.

Business letter writing and report preparation principles and techniques.

Applicable sections of the State Education Code and other applicable laws.

Employee benefit packages and insurance programs.

Operation of a computer, assigned software and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of technical accounting duties related to payroll processing, employer-administered

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Ewing & Company

employee benefits and warrant distribution.

Apply bookkeeping and financial record-keeping practices to the maintenance of assigned payroll records.

Monitor, adjust and reconcile payroll data.

Interpret, apply and explain payroll and benefits policies, procedures, rules and regulations.

Meet schedules and time lines.

Compare numbers and detect errors efficiently.

Verify, balance and adjust accounts.

Operate office machines including a computer and applicable software.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Maintain records and prepare reports.

Work confidentially with discretion.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in bookkeeping, accounting, records management or a related field and two years experience maintaining and reviewing financial or statistical records including payroll.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read and compare numerical figures.

Bending at the waist, kneeling or crouching to retrieve and file materials.