

# **DELANO UNION ELEMENTARY SCHOOL DISTRICT**

## **PAYROLL ACCOUNTANT (Confidential)**

### **Brief Description of Job**

Under the direction of the Assistant Superintendent of Business, perform a variety of technical payroll accounting duties to assure classified and certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function; ensures the accuracy of preliminary and final payroll reports.

### **Administrative Relationship**

Works under the supervision of the Assistant Superintendent, Superintendent, and or administrative designee.

### **Required Qualifications**

Perform a variety of technical duties in the preparation of payroll for all personnel; receive and audit organizational time reports for all employees; process and evaluate a variety of payroll-related forms and applications. Establish and maintain employee records, detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, and monitor other employee information. Compile information and prepare and maintain a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, payroll data, attendance and assigned duties; responsible for the coordination efforts between payroll, human resources, business and other departments to ensure proper flow and maintenance of employee data; files tax reports and voluntary deduction reports, process involuntary deductions such as levies and garnishments and prepares special reports for management. Must meet the following criteria:

1. Pass District administered performance exam relevant to position.
2. Demonstrate high proficiency in financial and statistical record-keeping techniques to include computer input and word processing
3. Demonstrate high proficiency to compile and prepare financial statements and comprehensive accounting reports
4. Demonstrate the ability to understand and apply appropriate laws, codes, regulations, policies and procedures
5. Demonstrate initiative
6. Interpersonal skills including tact, patience and courtesy.
7. Ability to maintain confidentiality and exercise extreme discretion.

### **Experience**

Must have a minimum of five (5) years in payroll and/or maintaining financial or statistical records.

**Education**

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and/or two years clerical accounting experience including one year in the maintenance of payroll records.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Perform a variety of technical duties in the preparation payroll for certificated and/or classified personnel;
2. Assure employees are paid in an accurate and timely manner;
3. Prepare and maintain a variety of automated and manual records and reports;
4. Interpret, apply and explain laws, rules and regulations related to payroll activities;
5. Process involuntary deductions such as levies and garnishments;
6. File appropriate payroll reports (payroll tax, vendor deduction, CalSTRS & CalPERS);
7. Participates in workshops, in-service trainings, etc., for the purpose of conveying and/or gathering information required to perform job functions;
8. Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
9. Process payroll and related records for payrolls;
10. Monitor, audit, adjust and reconcile payroll data;
11. Identify, investigate and resolve financial errors and discrepancies;
12. Operate a variety of office equipment including a computer and assigned software;
13. Compare numbers and detect errors efficiently;
14. Operate standard office equipment including a computer and assigned software;
15. Communicate effectively both orally and in writing;
16. Assemble, organize and prepare data for records and reports;
17. Work confidentially with discretion;
18. Establish and maintain cooperative and effective working relationships with others;
19. Meet schedules and time lines;
20. Make arithmetic computations with speed and accuracy;
21. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |   |               |                  |   |               |
|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom     | = | Less than 25% | 3. Often         | = | 51 - 75 %     |
| 2. Occasional | = | 25 - 50%      | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.

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- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.