

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



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## Job Description

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**POSITION TITLE:** Business Services Technician II – Payroll/Benefits

**SALARY PLACEMENT:** Confidential Employee Salary Schedule

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### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Fiscal and Purchasing Services is responsible for performing a variety of complex and technical payroll, position control and benefit related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll, position control and benefit records and monitor data related to employees; and prepare payroll reports and other related reports. Requires independent judgment and problem solving skills to be fully exercised in relation to specific area of responsibility.

### SUPERVISOR:

Director of Fiscal and Purchasing Services

### TYPICAL DUTIES:

- Prepares monthly, supplemental and retroactive payrolls
- Responsible for reconciling gross pay, mandatory deductions, voluntary deductions and retirement deductions
- Performs audits to assure that the District is in compliance with California Department of Education regulations and District contract and MOU's for each bargaining unit
- Responsible for maintaining all records connected with payroll and employee/employer deductions covering social security, income tax, voluntary deduction
- Update and maintain payroll set-up including salary schedules, calendars
- Maintain detailed permanent records for vacation and sick days' balances for all contracted employees
- Responsible for maintaining and processing garnishments to employees' wages
- Assists County Office in preparing, auditing and reporting State Teachers Retirement and Public Employees Retirement contributions on a monthly basis
- Reconcile monthly billings for all tax shelter annuities, credit union deductions
- Prepares, processes and maintains complete records of position control
- Creates and prepares spreadsheets to assist with financial analysis
- Interprets and explains payroll policies to employees
- Organizes, prepares and maintains comprehensive payroll data and payment records in accord with District, County and State guidelines
- Prepares, organizes and reconciles accounting and budget records and reports
- Prepares, reconciles and processes State and Federal reports as required
- Maintains file and record system
- Assists other business office staff
- Acts as information source and trains or assists in training regarding specialized financial operations within assigned area(s) of responsibility
- Reconciles the health benefit payments of all insurance premiums for both certificated and classified
- Enrolling and maintaining employee health, welfare, and retirement benefit files
- Other duties as assigned

### EMPLOYMENT STANDARDS:

#### Knowledge of:

- Knowledge of methods, practices and procedures pertaining to financial record management systems, legal mandates, district policies and regulations pertaining to accounting record management
- Relevant State and Federal laws, regulations and procedures

- Complex and technical accounting and clerical functions using manual as well as computer based accounting systems and procedures
- Accounting and computer terminology
- Computer applications, particularly spreadsheet and database

Ability to:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of accounting and budgeting activities
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double entry bookkeeping and accounting
- Perform complex arithmetical calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports and analyze data
- Learn the Standardized Account Code Structure (SACS) of the District

**EDUCATION:**

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

**EXPERIENCE:**

Three years of increasingly responsible technical accounting experience, preferably in payroll processing.

**SPECIAL LICENSE:**

Valid California Driver's License

**REQUIRED TESTING:**

Must pass appropriate skills test for this position with a grade of 80 percent or better.

**DESCRIPTION OF PHYSICAL REQUIREMENTS:**

**Medical Category I:**

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.

Adopted: August 2, 2006

Revised: October 24, 2013

Adopted: November 6, 2013