

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Business Services Technician II - Payroll

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-related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor data related to employees; and prepare payroll 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, etc.
- 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, etc.
- 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
- 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 TEST:

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. Work assignments are normally located in a work environment with light physical work and required light physical effort.
2. 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