

## **BUENA PARK SCHOOL DISTRICT**

### **PAYROLL TECHNICIAN**

#### **DEFINITION:**

Under the direction and supervision of the Director of Fiscal Services and/or Fiscal Services Manager, perform independently a variety of technical and clerical duties to assure that the district employees are paid according to district, county, and state regulations and in an accurate and timely manner; process payroll records and monitor data related to employees; assist in maintaining personnel records; and other related work as required.

#### **EXAMPLES OF DUTIES:**

Prepares payrolls on a regular basis; reviews absence reports and posts to proper master records; prepares miscellaneous deductions including updates and changes on a monthly basis and provides proper reconciliation to the county; processes W-4 and DE-4 forms; reviews time sheets and other payroll records to assure accuracy and completeness and to avoid duplication of hours charged; verifies proper authorizing payroll signatures; maintains a variety of complex records regarding payroll including absences, vacations, personnel records for substitute employees, deductions, and other records as required; inputs payroll/personnel information to county and district computer systems; prepares a variety of payroll-related reports; assures proper accounts are charged for payroll expense; provides information to employees concerning salaries, deductions, and earned vacation and sick days; prepares contract-required written reports to employees; prepares quarterly state and federal tax returns; performs related duties as assigned.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

Methods, practices and procedures, policies, and regulations related to the preparation and processing of payroll and related records management; modern office practices, procedures, equipment and software systems (i.e., BiTech, HR 2.0, Excel, Word, Internet Explorer or equivalent); applicable sections of State Education Code and other applicable laws; correct English usage, grammar, spelling, punctuation, and vocabulary; interpersonal skills using tact, patience, and courtesy.

##### **Ability to:**

Perform the essential functions of the job with or without reasonable accommodation; adhere to assigned work schedules and all applicable employment rules and regulations; perform complex payroll clerical work and duties related to payroll record-keeping; understand and apply applicable sections of the current negotiated labor contracts, State Education Code, and other applicable laws and systems; compile, organize, tabulate, and file data; maintain detailed records for a variety of employee groups; prepare statistical and financial reports; make mathematic computations with speed and accuracy; read, interpret, apply, and explain payroll rules, regulations, policies, and procedures; effectively operate a computer and other office equipment; meet schedules and timelines; work confidentially with discretion; establish and maintain cooperative and effective working relationships; ambulate to copy machines, other offices, etc.

#### **EXPERIENCE:**

Three years increasingly responsible financial or statistical record-keeping experience, including payroll and employer taxes.

#### **EDUCATION:**

Equivalent to the completion of the twelfth grade, supplemented by training in accounting, payroll, and employer taxes.