

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

LEAD PAYROLL TECHNICIAN

DEFINITION

To perform a variety of lead responsibilities in support of the overall payroll operations and related functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following: Leads and prepares regular and variable payrolls and reports with a high level of accuracy. Reviews and audits the work of payroll personnel. Trains payroll personnel in payroll procedures and practices. Under the direction of the supervisor, establishes and distributes work flow to assigned payroll personnel. Calculates, inputs, and audits gross salaries, monthly, daily, and hourly rates including medical and worker's compensation leaves. Evaluates and updates regular payroll department practices and procedures to improve effectiveness and efficiency. Serves as a technical resource for district and school site staff in the area of payroll procedures to include analysis, problem solving, and advanced payroll accounting calculations. Identifies and works to resolve technical payroll and payroll accounting issues related to state retirement and county payroll systems. Receives, reviews, and processes payroll and time and attendance data from various sources. Reconciles and audits all voluntary deductions. Oversees the receipt, verification and processing of proper forms from human resources and other sources authorizing payroll actions, such as employment and termination, change of status, tax and insurance deductions, leaves without pay, and overtime. Correlates and records information on payroll records, and reports updated information to the County payroll system. Attends meetings and events as necessary and distributes relevant information to their supervisor. Responds to employee questions in a professional and timely manner. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Advanced knowledge of school district payroll methods to include; principles of training; standard accounting procedures and terminology; audit practices; school district organization; policies and procedures of public school payroll systems and software; payroll accounting practices including methods of financial and statistical record management; trends and procedures; principles and practices of operating a computer-based personnel payroll/budget system.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Lead Payroll Technician (Continued)

Knowledge and Abilities (Continued)

Ability to independently perform and make complex payroll calculations quickly and accurately verifying the results and correct processing errors; operate standard business equipment including computers and computer programs, and calculators and 10-key, coordinate; plan and prioritize work to meet deadlines; interpret and apply federal, and state, tax laws and regulations; accurately interpret and follow District policies, Human Resources, Accounting, and Risk Management department procedures, negotiated agreements and applicable sections of the California Education Code, and the federal Fair Labor Standards Act; tactfully and clearly explain payroll policies and procedures. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both verbally and in writing.

Experience and Training Guidelines

Any combination of training and experience which consists of three years of payroll, financial, accounting or statistical recordkeeping duties, preferably with a school district or governmental agency.

Experience:

3 years of increasingly responsible payroll experience in a lead capacity; preferably experience with school district payroll, including other experience; which provides the applicant with the knowledge and abilities listed above.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by specialized training or coursework in accounting principles and/or payroll related areas.

Reviewed and Agreed to by:

Incumbent: _____ Date: #####