

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PAYROLL TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator perform complex and responsible payroll accounting and fiscal record management functions. Prepare financial, payroll and statistical reports, and records that involve manual and computer-assisted record management systems.

ESSENTIAL DUTIES:

- Gathers, tabulates, extends, balances and posts payroll and related data on an automated payroll system.
- Audits and adjusts times reports, data processing payroll listing sheets and payroll cards.
- Verifies, codes and inputs data according to established policies and procedures.
- Maintains sick leave records; tabulates and records various payroll deductions.
- Communicates with employees regarding deductions and paycheck information.
- Prepare district wide payrolls, reports, and related documents.
- Prepare financial reports, summaries and projections.
- Process employee direct deposits, along with other banking documents and employee withholding forms.
- Compute and initiate adjustments for correction of salary payments and deductions.
- Provide information regarding payroll, retirement and other district accounting processes.
- Maintain all employee attendance, payroll data, tax information, retirement service credit for PERS, and STRS and other related information.
- Maintain and monitor tax sheltered annuities, wage garnishments, employee attendance records, worker compensation records, industrial and medical leaves. Respond to request for information pertaining to payroll, income verification, subpoenas, , public agencies and other divisions of the district.
- Assist with, and provide information for State Unemployment claims, Employment Development Department reports, and other various employment verifications.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES

Complex and technical financial and statistical record-keeping techniques.

Applicable laws, codes, regulations, polices, and procedures.

Audit, tabulate, balance, reconcile, and extend payroll data

Budget codes federal and state tax withholding, voluntary and involuntary deductions.

Analyze situations carefully and adopt effective courses of action

Calculations involving fractions, decimals, and percentages

Answer telephones and greet the public courteously.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.
Operation of a variety of office equipment, a computer and software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Prioritize, schedule and meet timelines.
Establish and maintain cooperative and effective working relationship with others.
District policies, regulations and procedures.
Work in a fast paced, high volume environment ~~with frequent interruptions~~.
Meet deadline involved in payroll preparation
Type and enter data accurately.
Understand and follow oral and written directions.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Communicate effectively both orally and in writing.
Applicable laws, codes, regulations, policies and procedures.
Payroll reporting to retirement systems.
Accurate Record-keeping techniques.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and three (3) years of experience in financial record keeping and payroll activities preferably with School District experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information.
Sit for extended periods of time.
Bend at the waist, kneel or crouch to file materials.
Lift, carry, push, pull objects up to 10lbs.