

**BERRYESSA UNION SCHOOL DISTRICT**  
**Position Description**

**JOB TITLE: Payroll Technician**

**Job Purpose Statement/s:** The job of "Payroll Technician" is done for the purpose of ensuring the accurate and timely payment of district employees.

**Essential Job Functions:**

- **Analyzes** financial reports (e.g. labor distribution, payroll related data, contracts, IRS/State guidelines) for the purpose of assuring accurate program and funds distribution.
- **Assists** personnel (e.g. budget information, salary schedules, negotiation data etc.) for the purpose of providing requested information necessary for completing their job functions.
- **Informs** personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and /or complying with established fiscal guidelines.
- **Maintains** various payroll information in a relational database (e.g. pay rates, records, leave records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- **Monitors** employee status (e.g. leave time, termination, change of contract, work location etc.) for the purpose of ensuring accurate distribution of funds and payroll.
- **Orients** new employees for the purpose of providing information regarding payroll procedures.
- **Prepares** various reports (e.g. District payroll, State/federal reports, etc.) for the purpose of providing written support and/or conveying information.
- **Processes** and distributes payroll information (e.g. time sheets, withholding information, warrants, W-2 forms, etc.) for the purpose of updating information, authorizing timely payment and ensuring accurate funds distribution.
- **Reconciles** account balances with county data (e.g. labor distribution, time sheet, leave, etc.) for the purpose of maintaining accurate account balances and distribution of funds.
- **Issues** emergency or replacement warrants for the purpose of paying employees appropriately.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of work activities.
- **Participates** in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.

## Job Requirements-Qualifications:

- **Experience required:** 2 years of payroll experience in a school district preferred

- **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate standard office equipment including use of computer applications and to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation; perform complex arithmetic calculations.

- *Knowledge* payroll accounting requirements, appropriate laws, codes and regulations (Tax, STRS, PERS) and relational database concepts.

- *Abilities* to sit for prolonged periods; work under minimal supervision accurately and with attention to detail; analyze complete data; use initiative; understand and carry out oral and written instruction; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

- **Education Required:** 2 years of College or Equivalent

- **Licenses, Certification, bonding, and/or Testing required:** Criminal Justice Fingerprint Clearance.

**Reports to:** Director of Fiscal Services/Purchasing

**Terms of Employment:** 12 months

**Salary Placement:** Range 14.5

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of Board's Policy on Evaluation of Classified Personnel and the CSEA Contract

Board Approved: July 21, 1998