



PERSONNEL COMMISSION

Class Code: 0756
Salary Range: 19 (C1)

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

JOB SUMMARY

Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Distribute to and receive time sheets and time cards from District sites; check time keeping records and calculations for authorizing signatures, accuracy and completeness; may recalculate totals on a timesheet that has many entries; compile and batch time sheets for input into the computerized payroll system which calculates items such as taxes, retirement contributions, and various deductions; review edit report for accuracy; make corrections as needed. **E**
- Check the employee status in the certificated and classified service such as permanent, probationary, substitute, intermittent, provisional, short-term, full and part-time and special consultant. **E**
- Effect changes in employee pay status such as promotions, extra assignments, extensions, reclassifications, retirements, separations from employment, long term illness differential, overtime, compensatory time, shift differential, sick and bereavement leave, leave of absence, jury duty; calculate workers' compensation operations. **E**
- Compute authorized garnishments and other levies against an employee's pay. **E**
- Prepare schedules and salary adjustments to effect corrections to a classified employee's pay because of an overpayment or underpayment; calculate corrected pay making appropriate voluntary and involuntary deductions and enter adjustment in the payroll register. **E**
- Verify and edit records of employees on long term absences receiving compensation from various leave benefits such as sick leave, vacation, workers compensation or statutory leave provisions; prorate and balance pay for each pay period; prepare employee lists and summary of industrial accident hours per pay period. **E**
- Perform other associated duties such as checking of new retirement membership and retirement beneficiary designation forms for accuracy and completeness, preparing mileage checks, vacation pay-off and the manual issuance of a pay check from the revolving cash fund to an employee who did not receive a warrant for the pay period. **E**

- Prepare schedules to effect salary adjustments for certificated employees; calculate corrected pay making appropriate voluntary and involuntary deductions and enter education code adjustment the payroll register. *E*
- Verify employment experience of certificated employees for placement on the district's salary schedule. *E*
- Maintain paper payroll records and files for backup and reference. *E*
- Meet payroll period deadlines. *E*
- Work closely with human resources personnel to ensure employees are in the proper pay status and appropriate changes of status are effected; advise and assist site personnel on payroll procedures and requirements; communicate with the Los Angeles County Office of Education payroll and accounting personnel on payroll questions and problems. *E*
- Operate office equipment such as computer terminal and keyboard, personal computer, ten key calculator and multi-line telephone. *E*
- Answer inquiries from employees and explain payroll rules, practices and discrepancies with tact; as needed, provide documented records and files in substantiating payroll decisions and actions. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Payroll assignments are moderately complex and require accuracy and attention to detail. An incumbent generally works on assigned parts of the certificated or classified payrolls for employees on traditional, year-round and twelve-month calendars. The first priority is for the Intermediate Payroll Accounting Technician is to ensure that the employees' paychecks are correct and paid on time. Increasingly, an incumbent reviews and corrects computer edit reports produced after data is entered from payroll timesheets and time cards. An Intermediate Payroll Accounting Technician applies relevant knowledge of District, Federal and State rules and regulations, Personnel Commission and Board of Education administrative rules, and bargaining unit contracts in processing payroll transactions and completing forms and documents. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees.

EMPLOYMENT STANDARDS

Knowledge of:

Fiscal practices and procedures.

Financial record keeping.

District certificated and classified bargaining unit contracts as they apply to compensation and leave benefits.

Applicable provisions of the Education Code.

Federal and State tax laws and District payroll rules and regulations.

School District organization, operations and objectives.

Technical aspects of payroll transactions including tax computations.

Computer software applications including spreadsheets.
Telephone etiquette.
Moderately complex mathematics.
Garnishment and workers' compensation regulations.—
Modern office equipment including personal computer, keyboard and ten key calculator.

Ability to:

Review work for accuracy and completeness.
Search records and correct discrepancies.
Deal tactfully and effectively with employees and others in person or telephonically.
Explain a variety of procedures and policies to individuals who have a minimal knowledge of payroll and personnel processes.
Meet schedules and deadlines.
Perform moderately complex mathematics calculations.
Operate personal computer and keyboard terminal.
Organize and maintain accurate records.
Understand and carry out oral and written instructions.
Adapt to changing priorities.
Establish and maintain effective relationships with others.

Education and Training:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

Experience:

Two years of full-time financial record keeping work, preferably including payroll systems.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information about payroll matters in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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