

**CLASSIFICATION TITLE: Payroll Specialist**

**Salary Range: 29**

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under the supervision of the Director of External Business and Lead Payroll Specialist, conduct the operations and activities of the Payroll Department: prepares, processes and maintains regular, special and supplemental payrolls to assure employees are paid in an accurate and timely manner; completes tax, retirement plan and other reports according to established time lines.

**DIRECTLY RESPONSIBLE TO:**

Deputy Superintendent of Administrative Services, Director of External Business Services or Lead Payroll Specialist

**SUPERVISION OVER:**

None; provides assistance and guidance to other staff assigned to the department and LEAs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

**Payroll (Compensation and Benefits) Processing:**

Performs operations and activities of the Payroll Department; and helps assure payroll activities comply with established laws, codes, policies, procedures and regulations. Prepares, processes and maintains regular, special and supplemental payrolls to assure employees are paid in an accurate and timely manner; reviews information for accuracy, identifies discrepancies, makes corrections and resolves problems as necessary. Identifies payroll discrepancies and serves as a technical resource to staff and employees concerning payroll accounting activities, salaries, deductions, retirement plans and other contribution accounts; responds to inquiries and provides information. Manages, processes, and calculates employee garnishments. Develops and monitors methodology to review and dispute penalties and interest as assessed by CalSTRS. Administers and applies penalties and interest as assessed by CalSTRS to programs or districts as needed. Maintains storage and archival of permanent and semi-permanent files. Monitors and balances other assigned vendor accounts; reconciles vendor payments with contribution register and makes necessary corrections. Processes detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status, retirement plans and related information.

**Payroll Related Reporting:**

Prepares retirement plan and other mandated and requested reports; reviews and approves reports to assure accuracy and submits to appropriate agency or personnel according to established time lines. Complies with IRS regulations for the purpose of maintaining Sutter County Superintendent of Schools Cafeteria 125 Plan, Retirement, Annuity Plans, and annual W-2 forms. Develop methods and processes payments for state, federal, local tax deposits, including quarterly and annual tax reports. Interprets and researches state, federal, STRS, PERS and IRS legislation affecting payroll. Compiles and submits monthly and annual STRS, PERS and other benefit reports. Processes time sheets and records; audits final time sheets against the payroll register; calculates and inputs salary adjustments, assures proper authorization, reviews coding and overtime pay as needed; prepares a variety of files, records and reports related to personnel, payroll, deductions, garnishments and assigned activities; generates a variety of mandated and requested computerized reports related to payroll activities. Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Payroll Support Activities:

Attends and participates in a variety of assigned meetings, conferences and workshops. Helps develop and present at workshops and trainings that provide information to staff and districts related to payroll, retirement and benefit processes. Provides resource information by maintaining communication with school districts, outside agencies, internal office departments, staff and supervisors regarding payroll matters.

Other Duties:

These duties may not be inclusive and at any given time this position may be required to perform any duties listed on the Account Specialist or any lower level job description.

**MINIMUM QUALIFICATIONS:**

Education, Training and Experience:

Any combination of education, training, and experience equivalent to an associate's degree from an approved institution preferably with specialization in accounting or business; increasingly responsible professional experience in payroll, public accounting, budgetary analysis, auditing, or business management, preferably with a school district or other governmental agency. Must have a valid California driver's license.

Knowledge of:

Principles and practices of governmental budgeting, accounting and auditing; applicable STRS and PERS laws and regulations; County, district, State, and Federal rules, regulations, and policies affecting school district benefits, payroll and other financial activities; provisions of the Education Code and Labor Code related to school district payroll; the California School Accounting manual; school financial software and standard software applications; technical aspects of school business finance.

Skills and Ability to:

Interpret, apply, and explain laws, rules and regulations as they apply to school payroll and financial operations; research, assemble and analyze data and make appropriate recommendations; maintain current knowledge of legislation, federal, and state law changes; develop and implement new or revised business or financial methods and procedures; interpret financial and statistical reports, documents, and accounting records; plan, direct, and coordinate activities and deadlines; prepare and present complex financial information and advice to districts, County Superintendent's staff and others; maintain confidentiality of sensitive information; meet schedules and timelines; work independently; establish and maintain cooperative working relationships with those contacted in the course of work assignments; communicate effectively in both oral and written form in both technical and non-technical terms.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.