



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

PAYROLL AND ACCOUNTING ANALYST

Department/Site: Business Services

Salary Schedule: Classified
Level: Range 68
Work Year: 12 Months

**Reports to: Assistant Superintendent,
Business Services**

Date Current Job Description Approved:
Board of Trustees effective:
December 16, 2021

JOB GOAL/PURPOSE

Under the supervision and direction of the Assistant Superintendent, Business Services, to serve in support of all technical and clerical support duties including the processing and maintenance of payroll functions; records and reports; budget development; verification and maintenance of proper financial coding pursuant to Standard Account Code Structure (SACS) and budget controls and in accordance with all Federal, State, District and local laws, policies, and procedures in association with payroll management; support accounting and other school business functions such as accounts payable and/or receivable. Provide accurate and timely services in the processing, auditing and distribution of the monthly payroll to all District employees; research and answer employees' questions regarding their pay. Incumbents in this classification provide accurate and timely financial, accounting, and business process information, accurate pay, and other forms of compensation and payroll services which in turn directly support student learning.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification responsible for performing complex functions to generate and account for employee pay and other forms of compensation, leaves and absences accounting and reporting, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and regulations and the County Office of Education pay system, policies and procedures and a variety of accounting and other business-related functions (e.g., accounts payable/receivable, purchase orders, inventory maintenance, financial and business management systems). Positions in this class have

responsibility for accuracy and timeliness for Accounts Payable/Receivable. assigned payroll and Accounting and Payroll functions under the general supervision of the Assistant Superintendent, Business Service.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES

- Perform a variety of complex payroll accounting functions with minimal supervision to calculate, adjust and reconcile payroll data for payroll processing for District personnel and substitutes according to applicable laws, regulations, policies and collective bargaining agreements in accordance with established timelines.
- Responsible for the preparation and processing of accounts payable, accounts receivable, and leave processing functions as assigned including coding and preparing documents for input to the data processing system.
- Responsible for budget development and necessary adjustments to budgets of salary and fringe benefit accounts
- Review, audit and process timesheets and records, auditing final timesheets against the monthly payroll report.
- Calculate and input salary adjustments, coding, timesheet corrections and other modifications as needed.
- Calculate and input unpaid leaves and miscellaneous docks/differential pays, special pays, terminations and leave payoffs.
- Verify proper authorization, budget coding and accuracy of payroll adjustments and clear payroll suspense.
- Enter new hires and changes into payroll system for all employees including attachment to appropriate position, placement on the salary schedule, assignment to work year and any extra pay such as stipends or shift differentials.
- Set up employee calendared days worked and pay tracks.
- Update annually as needed all salary schedules including longevity steps.
- Set up expense distribution according to documentation for budgeted specific hours or full-time equivalency (FTE).
- Set up both statutory and voluntary deductions for Worker's Compensation, direct deposits, tax withholdings, certificated and classified union dues and other assigned deductions and input pay line entries for benefit adjustment.
- Responsible for the desk duties of other business office positions upon cross-training.
- Prepare and maintain a variety of mandated records and reports related to employees' leave, timesheets, deductions, tax documents and assigned activities.
- Set up and maintain filing systems and purge payroll records according to established procedures.
- Receive, sort and distribute paychecks and vendor warrants according to established procedures and guidelines.
- Process special payroll transactions such as corrections, replacements, final paychecks and retroactive pay as appropriate.
- Communicate with district personnel to resolve payroll issues, researching information and explaining various policies, procedures and regulations and requirements affecting pay.
- Respond to requests for clarification on pay, deductions and adjustments for employees and departments.

- Report year-end taxable benefit amounts for the reconciliation and distribution of W-2/W-2C forms.
- Retrieve and compile information for CalSTRS, CalPERS, Unemployment, and Worker's Compensation claims.
- Research past payroll records in response to inquiries from the County Office of Education, State and Federal agencies, court subpoenas.
- Process wage assignments, garnishments and other withholding orders as directed by the court or taxing authorities.
- Perform other budget analysis, Accounts Payable/Receivable and Payroll functions, duties and tasks related to his class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS

(At time of application.)

Knowledge of:

- Current payroll practices
- Wage and hour laws, California Education Code, FMLA, payroll aspects of SBSD collective bargaining agreements, tax withholding regulations, deferred compensation programs, 125C plans, ACH process, CalSTRS and CalPERS payroll requirements, and wage garnishment procedures
- Methods, practices and terminology used in fund accounting and school business financial record keeping.
- Computer software including Microsoft Excel, Word and County Office of Education payroll system (currently Oracle/Peoplesoft HCM Financial Software)
- Telephone techniques and etiquette
- Interpersonal skills, including use of tact, patience, confidentiality, and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Use 10-key calculator accurately at an acceptable rate of speed
- Operate standard office equipment including use of District-issued computer and District-adopted computer applications and systems (currently includes Microsoft Excel, Word, email, Oracle/Peoplesoft HCM Financial Software, Safari/Firefox, etc.)
- Advance use of Microsoft Excel to create and maintain complex spreadsheets with formulas and other functions used to track and calculate financial, accounting and other business data.
- Use correct spelling, grammar and punctuation
- Perform basic arithmetic calculations quickly and accurately
- Organize, prioritize and multi-task work assignment and deadlines within short timelines and high volume

Ability to:

- Prepare and maintain accurate payroll records
- Reconcile Accounts Payable to supporting documentation to process payments.
- Focus on, and follow through with detailed and complicated salary calculations/adjustments
- Explain to employees all payroll transactions reported on their paychecks
- Maintain in confidence sensitive payroll information with respect to employee privacy
- Meet demanding schedules and timelines
- Apply complex policies and pertinent laws, rules, and regulations to payroll, leaves, and voluntary deductions
- Perform computational tasks with accuracy and speed; operate a variety of office equipment including computers, 10-key calculator, fax machine and copier
- Work efficiently under pressure with constant interruptions
- Understand and interpret rules and written standards
- Be well organized and detail oriented
- Maintain good customer service relations with District employees
- Meet deadlines and schedules; carry out oral and written instructions
- Establish and maintain effective working relationships with others

EDUCATION REQUIRED

Associate's Degree in Accounting, Business Administration, Finance or closely related field, preferably supplemented with payroll-related training workshops by the San Diego County Office of Education, California Association of School Business Officials, State of California Employment Development Department, IRS, CalSTRS, and CalPERS. Bachelor's Degree desirable.

EXPERIENCE REQUIRED

Three (3) years of increasingly responsible payroll experience in all areas of practice, preferably in a school district.

LICENSE(S) REQUIRED

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
 - After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in an office environment and requires sitting for extended periods
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Incumbents may be exposed to intermittent noise and frequent interruptions.
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites