



Position: Payroll Specialist	Position Number:
Department/Site: Payroll	FLSA: Non-Exempt – (Classified Confidential)
Reports to: Payroll Supervisor/Area Administrator	Salary Range: 17

BASIC FUNCTION:

Under the direction of the payroll supervisor or other area administrator, perform technical work in the preparation and processing of payroll; prepare and maintain a variety of financial and statistical records, reports and other documents; process, review and disburse voluntary deductions for employees; assure payroll activities comply with District rules and regulations, various unit contracts and working conditions, and state and federal laws and regulations.

REPRESENTATIVE DUTIES:

- Perform tasks necessary for the preparation of payrolls; research and resolve discrepancies as necessary; assure the accuracy and strict payroll time lines are met.
- Input, disburse and reconcile statements for involuntary and voluntary deductions and tax status changes; maintain manual and electronic records for employee payroll deductions and prepare reports for taxing, and financial and insurance organizations.
- correct expense accounts additional amounts withdrawn by MCOE from cash account.
- Reconcile and process payments for life, AD&D and long-term disability insurance deductions.
- Submit monthly deposit for flex spending account to Cashier.
- Process all EDD invoices for local experience charge payments.
- Independently work with County Office of Education; make decisions, resolve issues and coordinate necessary activities related to county payroll reporting; communicate with outside agencies and vendors as necessary.
- Monitor, oversee and control general payroll office functions; provide support input and retrieve data and produce reports using necessary hardware and software.
- Operate a variety of office and accounting machines, including the typewriter, calculator and computer equipment.

Prepare, input, and audit data required for state retirement reporting.
Work with Human Resources to establish annually new flex spending accounts.
Complete all calendar year-end W-2 reporting to MCOE for third party sick pay, child care flex account contributions, group term life insurance and uniform allowances.
Complete fiscal year-end payroll accrual entry and post to general ledger within deadline established by Chief Business Officer.
Insure necessary adjustments to vacation accruals are entered into Datatel for June 30 pay period.
Complete and submit Annual Survey of Government Employment School Systems.
Perform a variety of clerical support duties, including typing, filing, answer phones and questions, process mail and other related work; order supplies according to established procedures.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Preparation, maintenance, verification and processing of payroll records.
Payroll policies and procedures.
Applicable laws, rules and regulations related to assigned activities.
Financial record-keeping techniques.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Health and welfare benefit requirements.
Advanced accounting.

Ability to:

Perform technical duties in the preparation and processing of payroll for assigned employee groups.
Maintain records and prepare reports.
Maintain current knowledge of payroll rules, regulations, requirements and restrictions.
Work confidentially with discretion.
Operate a computer and related office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting, finance or related field and five years increasingly responsible financial record-keeping experience including at least three years in a payroll function.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a 10-key calculator.

Sitting for extended periods of time.

Bending at the waist, kneeling or reaching to retrieve and file records.