

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PAYROLL AUDIT SPECIALIST, DISTRICTS

RANGE: 22

BASIC FUNCTION:

Under the direction of the Supervisor, District Payroll Services, analyze, audit and reconcile district payroll transmittal records, retirement reports and deduction registers; plan and organize work and establish priorities; assist staff and districts in complex payroll and retirement issues; train and advise school district payroll accountants and internal staff in various payroll and retirement processes and procedures; train and provide work direction to assigned department personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyze, audit and reconcile district payroll and retirement reports and deduction registers submitted by districts; research and resolve complex problems and discrepancies related to payroll and retirement including exception reports; prepare payments and documentation for STRS and PERS.

Plan and organize work; establish priorities; train and provide work direction to assigned department personnel.

Train and advise school district payroll accountants and internal staff in various payroll and retirement processes and procedures; conduct group workshops or one-on-one training to classified and certificated school district personnel and internal staff; respond to questions and explain processes, procedures and timelines as needed.

Process payroll warrants and adjustments including overpayments, cancelled warrants, emergency warrants, handwritten warrants, stop payments, FICA and Medicare adjustments, worker's compensation and retirement adjustments, and vendor payments; review summer fund; audit cancelled warrant register according to established timelines; prepare final reports and final payment warrants for service period.

Balance, reconcile and transmit FICA, Medicare, State, Federal and State Disability Insurance payroll taxes according to established procedures.

Process direct deposit/ACH changes; process recalls and reversals; issue checks to revolving account or employees for non-deposited transactions; resolve issues regarding direct deposit transaction errors.

Prepare and maintain a variety of financial and statistical records and reports related to assigned activities including quarterly payroll tax returns, W-2 and W-3 documents, deposit slips for 941 tax refunds, payroll tax spreadsheets, retirement agencies reports, worker's compensation reconciliation report, Bureau of Labor Statistics Report on Employment, and others as assigned; maintain and update procedures manual, various fiscal information, confidential files and records for audit trail

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and compliance purposes; audit and correct W-2 history as needed.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to district sites as needed.

Communicate with various departments and outside organizations to resolve issues and concerns, coordinate activities and exchange information.

Participate in sorting and distributing payroll reports and warrants as needed.

Attend conferences and State/federal agency meetings and workshops as assigned.

OTHER DUTIES:

Distribute unemployment reports to districts according to established timelines.

Maintain current knowledge of new legislation, and federal and State law changes.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preparation and processing of payroll and retirement information.

Principles and practices of training and providing work direction to others.

Payroll policies, objectives and procedures of CCCOE and school districts.

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS regulations.

Audit preparation, maintenance, verification and processing of payroll records and reports.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Public speaking techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

ABILITY TO:

Analyze, audit and reconcile district payroll transmittal records, retirement reports and deduction registers.

Plan and organize work and establish priorities.

Assist staff and districts in complex payroll and retirement issues.

Train and advise school district payroll accountants and internal staff in various payroll and retirement processes and procedures.

Train and provide work direction to assigned department personnel.

Work independently with little direction.

Compile information and prepare and maintain various records and reports related to payroll and STRS and PERS retirement systems.

Conduct effective training sessions and workshops.

Assure schedules and timelines are met.

Prepare and maintain a variety of automated and manual records, files and reports.

Interpret, apply and explain policies, procedures, rules and regulations.

Understand and follow oral and written instructions.

Work confidentially with discretion.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Type or input data at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college level course work in accounting, finance or related field and four years payroll accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Hearing and speaking to exchange information and conduct workshops.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.