

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PAYROLL AUDIT TECHNICIAN, DISTRICTS

RANGE: 19

BASIC FUNCTION:

Under the direction of the Supervisor, District Payroll Services, audit and reconcile district STRS, PERS and payroll reports; provide support to districts regarding proper coding and reporting for payroll and retirement purposes; serve as a technical resource to school district personnel and provide support and assistance as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Audit and reconcile STRS and PERS monthly retirement and payroll reports submitted by districts; resolve problems and discrepancies related to payroll and retirement including exception reports.

Serve as a technical resource to school district personnel ; provide assistance and support to school district personnel and internal staff; respond to questions and explain processes, procedures and timelines as needed.

Process payroll warrants and adjustments including 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.

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, payroll tax spreadsheets, worker's compensation reconciliation report and others as assigned; maintain and update procedures manual, various fiscal information, confidential files and records for audit trail and compliance purposes.

Sort and distribute payroll reports and warrants.

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.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preparation and processing of payroll and retirement information.
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.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.
Technical aspects of field of specialty.

ABILITY TO:

Audit and reconcile district STRS, PERS and payroll reports.
Compile information and prepare and maintain various records and reports for STRS and PERS retirement systems.
Serve as a technical resource to personnel concerning assigned payroll functions.
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: graduation from high school supplemented by college level course work in accounting, finance or related field and three 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.

Seeing to read a variety of materials.

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