

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PAYROLL SPECIALIST

RANGE: 22

BASIC FUNCTION:

Under the direction of the Supervisor, Accounting Services, perform a variety of complex technical accounting, payroll, retirement, and finance duties in the preparation, maintenance and balancing of certificated and classified payroll for the County Office assuring employees are paid in an accurate and timely manner; assist payroll staff employees with various certificated and classified payroll-related issues; reconcile payroll against the general ledger; process, balance, and reconcile fringe benefits and deductions; reconcile STRS/PERS reports; disseminate information and updates to payroll staff; prepare complex financial reports that meet Federal, State, and local guidelines; and serve as the liaison for district payroll services, human resources, technology and other county office departments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical accounting, payroll, retirement, and finance duties in the preparation, processing, balancing and maintenance of certificated and classified payroll for the County Office; assure activities comply with County, State and federal policies, procedures, rules and regulations.

Assist, direct, and train staff in the areas of Classified and Certificated Payroll and related activities.

Reconcile payroll against the general ledger;

Process, balance, and reconcile fringe benefits and deductions;

Reconcile STRS/PERS reports in compliance with County, State and federal policies, procedures, rules and regulations;

Disseminate information and updates to payroll and other pertinent staff members;

Prepare complex financial reports that meet Federal, State, and local guidelines;

Serve as the liaison for district payroll services, human resources, technology and other county office departments;

Input time sheet information including deductions into an assigned computer system; review information for accuracy and make corrections as necessary; assuring employees are paid in an accurate and timely manner.

Review and process time sheets and records; audit final time sheet against the payroll register; verify proper authorizing signatures, coding and accuracy of payroll adjustments; calculate worker's

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compensation and State disabilities amounts.

Input employee garnishments, contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status and related information; process a variety of payroll-related forms and applications.

Communicate with County Office personnel, employees and outside agencies to exchange information and resolve issues or concerns related to payroll discrepancies; coordinate activities with CSEA, PERS and other outside agencies for appropriate payroll processing activities.

Receive and process personnel action forms for new and terminated employees; set up job title codes, benefits, pay cycle, salary schedule and other payroll related information into appropriate computer system; assure compliance with procedures related to the proper recording and processing of terminated employees.

Review employee records for eligibility for longevity as assigned; input and update longevity codes as needed; process retro pay as needed; prepare and maintain related records.

Operate a computer and assigned software; operate standard office equipment as assigned.

Process employee contributions and arrange for vendor payments according to established time lines as directed.

Process special payroll transactions such as new or terminated employee pay, corrections, emergency and retro pay as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preparation, maintenance, verification and processing of payroll, retirement, and tax records and reports.

Government codes and regulations.

California public schools payroll and retirement systems

California Schools Accounting Manual.

IRS and California State tax codes and regulations.

California public school employment regulations.

Policies and objectives of the Payroll department.

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:

Train, oversee and coordinate staff activities as they relate to certificated and classified payroll.
Understand, implement, and train staff in compliance areas of public schools payroll.
Perform a variety of technical accounting duties in the preparation and maintenance of an assigned payroll for the County Office.
Assure employees are paid in an accurate and timely manner.
Prepare and maintain a variety of automated and manual records, files and reports.
Make arithmetical calculations quickly and accurately.
Perform advanced level financial calculations.
Learn County Office employee STRS and PERS retirement plans.
Monitor, adjust and reconcile payroll data.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Work confidentially with discretion.
Verify, balance and adjust accounts.
Work accurately, with attention to detail.
Type or input data at an acceptable rate of speed.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Use independent judgment.

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 payroll accounting experience, at least three of which involve hands-on processing of certificated and classified payroll and related areas. Experience in public school payroll preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

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.