



PITTSBURG UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Finance Director, perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain a variety of records and reports related to the payroll function.

REPRESENTATIVE DUTIES:

- Reconcile payroll-related suspense and clearing accounts
- Perform responsible clerical and technical work related to the preparation of District payroll for both certificated and classified personnel
- Receive and audit District time reports for classified and certificated employees
- Process both certificated and classified payroll
- Input proper deductions; reconcile statements and checks
- Organize the certification and check distribution for the department
- Coordinate the review and follow up of EDD Benefit Audit
- Review and process time sheets and records to assure accuracy and completeness
- Audit final time sheet against the payroll register
- Calculate and input salary adjustments and overtime pay as needed
- Verify proper authorizing signatures and accuracy of payroll adjustments
- Input salary increases and employee terminations
- Receive and process attendance and leave information for employees
- Maintain detailed permanent records regarding District personnel, payroll transactions, benefits, salaries and related information
- Audit salary schedules
- Determine and verify correct salary placement of District employees
- Assist District employees in the activation of a variety of voluntary deductions such as direct deposits, various dues and supplemental insurance
- Distribute paperwork and assure accuracy of forms
- Communicate with District personnel in person and on the phone
- Resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities
- Prepare and maintain files, records and a variety of reports related to work performed
- Compose a variety of complex correspondence related to assigned activities
- Operate a variety of office equipment including a copier, computer, fax machine and a calculator.
- Be familiar with STRS and PERS eligibility requirements
- Knowledgeable of certificated and classified collective bargaining agreement as they relate to payroll
- Integration of SDI and FMLA with payroll
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge Of:**

- Payroll financial systems
- Preparation and processing of payroll information.
- Payroll policies and procedures.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Payroll filing, record-keeping and report preparation techniques.
- Laws, rules and regulations related to assigned activities.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and data entry techniques.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

Ability To:

- Perform responsible clerical and technical work related to the preparation of District payroll for both certificated and classified personnel.
- Interpret, apply and explain laws, rules and regulations related to payroll activities.
- Prepare time sheets for payroll process.
- Monitor, adjust and reconcile payroll data.
- Operate a variety of office equipment including a computer.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Type and input data at an acceptable rate of speed.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by coursework in accounting, bookkeeping or office management and three years experience in financial record-keeping and payroll activities. Knowledge of Tyler MUNIS Financial and Payroll programs desired.

WORKING CONDITIONS:**Environment:**

- Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months

Salary: CSEA Salary – Range 44

Board adopted: March 14, 2001

Board adopted revision: February 12, 2014

Board Approval Unit Modification: February 25, 2015