

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

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| Position Title: | PAYROLL/BENEFITS ACCOUNTANT |
| Job Family: | Accounting/Fiscal |
| Reports to: | Director of Fiscal Services |
| Salary Level: | Range 33 |
| Calendar: | Classified 12 Month |

SUMMARY:

Under the direction of the Director of Fiscal Services, perform a variety of complex payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner; prepare and maintain a variety of automated and manual records and reports related to the payroll function.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of complex clerical payroll accounting duties in support of assigned accounts and functions; review accounts for errors and make appropriate adjustments.
- Perform a variety of technical duties in the preparation of payroll for certificated and/or classified personnel; receive and audit organizational time reports for classified and/or certificated employees; process and evaluate a variety of payroll-related forms and applications.
- Process certificated and classified payroll; input time sheet information including deductions into an assigned computer system; generate computerized lists and reports; assure accuracy of input and output data; compare prelists with computer printouts, detect inaccuracies and make corrections.
- Review and process time sheets and records; audit final time sheet against the payroll register; calculate and input salary adjustments, coding, time vouchers and overtime pay as needed; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments.
- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, benefits and other employee information.
- Compile information and prepare and maintain a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, disability, Workers' Compensation, payroll data, attendance and assigned duties; submit payroll reports to appropriate personnel for processing.
- Serve as a technical resource to personnel regarding payroll processes, policies and procedures; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies.
- Perform a variety of accounting duties in support of claims processing and fund disbursement activities for the district's employee benefits programs for eligible employees, domestic partners, retirees and surviving spouses with benefits.
- Answer telephone calls; respond to inquiries, resolve issues and conflicts and provide technical information concerning benefits related policies, procedures, guidelines, rules and regulations.
- Perform various accounting duties related to assigned programs; calculate, monitor and assure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements.
- Input employee, benefits and a variety of other data into an assigned computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

- Serve as a liaison between personnel, insurance brokers, vendors and benefit plan administrators; collaborate with staff, brokers, providers and others to resolve billing discrepancies.
- Prepare monthly billing audits for outside services and carriers such as medical, life, disability, vision, pre-paid legal and dental agencies as assigned; monitor and audit designated accounts as assigned; reconcile billings.
- Assist employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, garnishments and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Prepare, process and assure accuracy of a variety of required tax forms as assigned; perform periodic tax procedures and related payroll reconciliation functions; prepare and distribute mandated tax reports; compile and verify related employee information.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain records of individual earnings, deductions and related data; process new hires, retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Provide information to staff concerning payroll techniques, procedures, guidelines and regulations; assist in coordinating accounting activities to meet established payroll time lines.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; process special payroll transactions such as corrections, bonuses, replacements, final checks and retro-pay as appropriate.
- Process personnel requisition forms, leave requests and timesheets as assigned.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and two years clerical accounting experience including one year in the maintenance of payroll records.

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Organizational payroll policies and objectives
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical duties in the preparation of payroll for certificated and/or classified personnel.
- Assure employees are paid in an accurate and timely manner.

- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply and explain laws, rules and regulations related to payroll activities.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

Desired Qualifications:

- Accounting/Payroll experience in a school setting.

WORKING CONDITIONS:

Work Environment:


- Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018