

STOCKTON UNIFIED SCHOOL DISTRICT

PAYROLL ASSISTANT

DEFINITION

This position will assist in performing a variety of responsible, complex professional work in preparing the District payroll and maintaining related records; assist in maintaining the formulation of payroll related record keeping procedures; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the Payroll Operations Manager and/or the Senior Payroll Analyst. May provide general technical supervision over payroll technicians at the direction of the Payroll Operations Manager.

EXAMPLES OF DUTIES – duties may include, but are not limited to, the following:

Provide general technical supervision to payroll technicians to ensure correct application of regulations, laws, guidelines, and collective bargaining contracts.

May monitor and oversee the payroll process which will include direct deposit, tax and reemployment reports, cancel warrants and auditing payroll procedures.

Provide assistance to District employees in the activation of a variety of voluntary deductions, garnishments and W-4 forms for payroll adjustments.

Maintain and follow through with personnel authorization forms with budget, human resources and school sites and/or departments for approval on paying district employees accurately and in a timely matter.

Assist in the maintenance of the district's garnishment process with a month to month reporting system for accuracy.

Provide information to District administrators and staff on payroll procedures, resolve problems and discrepancies, and process revisions necessary in compliance with District policies, regulations, and bargaining unit contracts.

Prepare and maintain a variety files, record and reports related to District payroll procedures and activities.

Maintain regular and prompt attendance in the work place.

Operate personal computer for the purpose of database management, data retrieval, and reports related to payroll accounting; perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Payroll accounting principles, procedures and terminology
- General office practices and procedures
- Tax withholding, garnishments, voluntary deductions and supplement insurance rules and regulations
- Federal and state income tax laws and regulations
- Operation of a computer and assigned software
- District organization, operations, policies and objectives
- Mathematical computations
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform responsible clerical and technical work related to the district payroll
- Interpret, apply and explain laws, rules and regulations related to payroll accounting
- Monitor, adjust and reconcile payroll data
- Meet schedules and time lines
- Understand and follow oral and written instructions
- Analyze problems and develop effective solutions
- Assist in the work of subordinate employees, establishing priorities to meet deadlines
- Establish and maintain effective working relationships with administrator, staff and other agencies

Experience and Education:

Any combination of educations, training and experience equivalent to graduation from high school, including or supplement by courses in accounting and (4) years of progressively responsible payroll accounting experience in a large organization, preferably with a school district.

License or Certificates:

- Possession of a valid California driver license

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

Salary Placement:

Confidential Salary Schedule

Tier 2, Range F

12-month work year

Board Approval: 10/25/08

Confidential re-alignment effective 03/01/19