

PINON COMMUNITY SCHOOL BOARD, INC.
POSITION DESCRIPTION

POSITION TITLE	Payroll Technician	FLSA	Non Exempt
Contract Term	12 months	Date Approved	04/09/2024

POSITION SUMMARY: Under the supervision of the Business Manager, performs and plans a variety of support to ensure timely communication and coordination of School activities at Pinon Community School to ensure achievement of the established mission, goals, and objectives of the School Board. Performs all clerical and technical record-keeping duties. This position will be responsible for a wide range of average difficulties involving typing, posting, accounting, verifying and compiling financial records and forms, receiving and distributing, and collecting and accounting for all outgoing purchases.

DUTIES and RESPONSIBILITIES:

1. Attend BIE Mandated SCAN Training
2. Attend 2 hours of Sexual Harassment Training
3. Complete BIE Mandated Security Awareness Training
4. Attending Professional Development Training and School Improvement Work sessions.
5. Complete the Defensive Driving Certificate
6. Complete Safe Schools training
7. Performs basic First Aid and/or medical attention to ill and/or injured students; refers ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parent's permission; maintains current records of all medication/related health care provided.

DUTIES AND RESPONSIBILITIES:

1. Maintains various employee records pertaining to payroll and benefits.
2. Assumes correspondence regarding payroll matters.
3. Issues insurance, forms W-4, and various other forms to Pinon Community School employees.
4. Calculates salaries and benefits from contracts, amendments, and other various salary and wage forms.
5. Cooperates with Auditors and provides information to them as required.
6. Records biweekly timesheets and leave slips.
7. Records all voluntary deductions (e.g., instructions, etc.).
8. Prepares reports as needed for federal income tax, Arizona state income tax, Arizona State Retirement, and O.A.S.I.
9. Prepares and files reports and payments for the various voluntary deductions of Pinon Community School employees including Insurances, tax shelter annuities, credit unions, etc., as needed.
10. Prepares and files reports and payments for the State Compensation Fund, short- and long-term disability claims, and Department of Economic Security claims on a timely basis.
11. Assists with insurance open enrollment and processing of monthly billings for medical, dental, life and long-term disability premiums as needed.
12. Calls in electronic payroll tax payments.
13. Records employee vacation and compensation time.
14. Maintains files for all documents pertaining to payroll.
15. Performs other duties as assigned.

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Evaluation: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Business Manager

EXAMPLES OF DUTIES:

Perform any combination of the following:

- Prepare payrolls, reports and related documents;
- Posts, assemble, tabulate, compute, compare, and file financial data;
- apply standard formulae and use predetermined guides to monitor adherence to laws, policies, and good accounting practices relating to payroll and employee benefits accounting;
- perform data entry into the financial data base;
- prepare reports utilizing computer spreadsheet applications,
- apply both classified and certificated rules and regulations in determining payments and maintaining records, review and analyze payroll and employee benefits data including computer listings and microfiche records, compute and initiate adjustments for correction of salary payment and deductions, maintain payroll, employee benefits and other related records;
- prepare, change, and audit payroll and employee benefits data retained in the computer;
- answer correspondence and inquiries regarding assignment data, time reporting methods, and rules and regulations regarding payroll/benefit matters;
- work under considerable pressure of deadlines and work volume, exercising independent judgment with regard to financial matters; provide discreet payroll/benefits information, as authorized by subpoena or supervisors, to loan companies, courts, public agencies, and other units of the PCS; provide an explanation of complete employee benefits package to new employees and provide assistance in the completion of benefit forms/applications;
- maintain records of employee deductions and make payments to proper companies; submit billings for payment on employee fringe benefits;
- act as liaison with the employee insurance carrier and other appropriate agencies; reconcile voluntary deduction warrants with statements;
- provides annual membership lists and related statements and reports for agencies and individuals as required; and performs other related duties of equal complexity as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Laws and regulations applying to school district payrolls delineated by state retirement systems and Federal/State regulations;
- Standard methods, terminology, and practices of bookkeeping, payroll, and financial recordkeeping;
- General office practices procedures and terminology;
- Complex mathematical computing and record checking;
- Financial and fiscal report preparation and format;
- Standard office machines, equipment, and computers.

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Ability to:

- Independently prepare accurate financial and statistical statements, summaries, and reports;
- Make mathematical calculations and verify computations with speed and accuracy;
- Effectively operate standard office equipment, including computer and peripheral equipment;
- Understand and follow oral and written instructions;
- Complete routine tasks willingly;
- Remain flexible under the pressure of a heavy workload and critical deadlines;
- Work with a minimum of supervision;
- Read and understand employee fringe benefit information;
- Apply District Policies, regulations, and procedures judiciously;
- Learn and adapt to new procedures, systems, and policies, applying them with good judgment in a variety of procedural situations;
- Communicate effectively orally and in written form;
- Analyze situations and adopt an effective course of action or resolution;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Relate effectively with racially and ethnically diverse staff, students, and community.

SKILLS:

Type accurately from a clean copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

QUALIFICATIONS:

1. Must possess a high school diploma or equivalent;
2. Must possess a background consisting of business office experience and clerical skills;
3. Must possess knowledge of basic accounting principles and payroll preparation;
- 4.
5. Must possess knowledge in the use of business machines and computers;
6. Minimum of two (2) year of school district experience preferred;
7. Must have a positive work history with previous employers;
8. Proven past successful business office/accounting/bookkeeping experience and computer experience.

EDUCATION AND EXPERIENCE:

Education:

Equivalent to the completion of the twelfth grade, supplemental by coursework or training in accounting, budget planning, business management, employee benefit matters or closely related fields.

Experience:

Three (3) years of responsible accounting and fiscal record management and reporting experience, preferably including one year of performing specialized functions performing to payroll accounting and employee benefits programs.

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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office accounting equipment.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Fingerprint Clearance Card: All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall complete a background check to include criminal history checks conducted under fingerprints checks as outlined in the above-noted laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards outlined in the above-note laws.

All teachers and individuals who work at Pinon Community School are required to have an active fingerprint clearance card before employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have an Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

Physical examination: Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file.

The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Requirements: This position may require some lifting in excess of 50 lbs.

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for newly hired employees; then subject to bi-annual performance evaluation for contract renewal or non-renewal consideration.

SUPERVISOR: Business Manager.

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CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee Signature

Date

Concur by: _____

Date