

PAYROLL & BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director II-Fiscal Services or Business Services management designee, perform responsible payroll clerical duties related to the preparation of major payrolls for the District; process and distribute payroll according to established procedures; prepare related records.

REPRESENTATIVE DUTIES:

- Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; maintain confidentiality of sensitive personnel and payroll-related information. **E**
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities. **E**
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data. **E**
- Maintain employee attendance records; receive, review and process employee time sheets; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed. **E**
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, benefits, vacation and other payroll information. **E**
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; mail vendor warrants. **E**
- Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned. **E**
- Type and file employee payroll information, including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees. **E**
- Monitor dental, worker's compensation and other claims as assigned; follow up on claims as appropriate. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control.

Practices and procedures of payroll record keeping and filing.

Tax withholding, voluntary deductions, garnishments and fringe benefits.

Bookkeeping methods and terminology.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer with emphasis on Excel, Word, Access and Outlook.
Oral and written communication skills.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
Process payroll and related records for an assigned major payroll.
Perform mathematical calculations with speed and accuracy.
Prepare financial summaries and reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform clerical duties as assigned.
Communicate effectively both orally and in writing.
Operate assigned office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school, two years college-level coursework in business, accounting or related field and a minimum three years of increasingly responsible experience in payroll, accounting, or budget control, or a combination thereof.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

3/17/15

SMJUHSD

Range 32