

WILLOWS UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: DISTRICT ACCOUNTING & PAYROLL TECHNICIAN
(Classified Confidential Position)

JOB SUMMARY

Under the direction of the Director of Business Services, perform a variety of technical accounting and clerical functions in the areas of payroll and personnel, position control and budget management, accounts payable and accounts receivable, general ledger maintenance, and cafeteria / food service program business activities. Assists the Director of Business Services in program budget management as assigned and fiscal year-end closing and auditing processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll, Personnel and Benefits Management

- Perform a variety of technical and comprehensive processes relating to compensation, benefits and insurance programs; provide responsible payroll and accounting functions consistent with District policies and department procedures.
- Establish and maintain current and accurate records and databases related to compensation and benefits; establish, update and terminate enrollments for new hires, current employees, retirees and COBRA participants; process, calculate and confirm authorized changes including deductions, adjustments, increases, insurance, leaves and contractual negotiations.
- Receive and review timesheets for completeness and accuracy; process timesheets and ensure accuracy of pay rates, account strings, and proper authorizations for payment.
- Process, audit and submit District employee regular monthly and supplemental payrolls for all employees; ensure compliance with County, State and Federal guidelines, collective bargaining agreements and applicable laws, rules and regulations.
- Ensure deadlines established by the District, County, State and Federal agencies are met.
- Calculate and verify pay adjustments for various personnel actions and make necessary changes to existing payroll records including general payroll, W-2's, tax sheltered annuities, voluntary deductions, retirement, pay increases, step and column adjustments, longevity eligibility and increments, and other payroll records.
- Works in conjunction with the Executive Assistant to the Superintendent / HR Specialist to provide new-hire orientations related to employee benefits and payroll matters.
- Set up and maintain the Districts' substitute and absence management program (AESOP); enroll approved subs, review data, extract monthly reports to reconcile sub payroll, employee absences and leave usage, and related data.
- Process employee terminations and retirements; calculate and process final compensation.
- Implement and adhere to payroll procedures to ensure proper internal controls.
- Distribute payroll per County and District procedures and timelines.
- Serve as a technical resource to personnel regarding payroll processes, policies and procedures; communicate District payroll and benefits practices and procedures to employees; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies; maintain knowledge of current laws and practices related to payroll functions.

- Respond in a professional and confidential manner to inquiries from employees regarding earnings and deductions; assist in filing STRS/PERS retirement forms, employment verification information, and other data requests.
- Communicate with outside agencies to exchange information and resolve issues or concerns.
- Maintain detailed and accurate records related to warrants, sick leave, paid and unpaid leaves, vacation hours, Workers' Compensation, benefits, pay rates, and employee status.
- Maintain payroll and position control systems and records with current and accurate employee and payroll data.
- Analyze, compile, assemble and disseminate benefit enrollment packets and information; Enroll, add and delete employees to and from various benefit plans; verify, monitor and process STRS and PERS membership. Process benefit adjustments.
- Compile, calculate and reconcile billings for employee benefits and submit payment requests to accounts payable for timely processing of payments.
- Develop, prepare and maintain communications, reports, and statistical data and maintain files related to payroll, benefits and insurance; maintain accurate and complete supporting documentation for reports and transactions; check documents and transactions to ensure compliance with legal, payroll and accounting requirements; conduct research regarding payroll and other functions.
- Perform internal audit procedures to ensure accurate and complete records for compensation, benefits, Open Enrollment, COBRA, 403B and 457 accounts and other records.
- Assist external auditors in the course of the annual audit of the District's financial operations and conditions.
- Maintain health and welfare system and data for retirees and ensure compliance with OPEB / Actuarial reporting requirements. Keep retirees informed of plan or coverage changes, provide open enrollment materials in a timely fashion, and provide technical assistance to retirees as needed.

Other Duties

- Assist and provide guidance to the Director of Food Services and food services program Account Clerk on business office related activities and tasks as needed or directed by the Director of Business Services.
- Assist the Director of Business Services in posting journal entries, budget updates, cash transfers, and other general ledger / accounting activity as directed.
- Prepare various projections, worksheets and financial reports, reconcile program activity, and assist with other accounting functions as directed.
- Maintain the student accident insurance contract; process annual renewal, order forms, create letters to households, distribute materials to school sites.
- Perform various clerical duties in support of assigned functions as required; prepare correspondence; duplicate and distribute materials.
- Operate a variety of office equipment including a calculator, copier, computer and assigned software.
- Attend meetings, professional development, and in-services as required.
- Comply with all mandated reporting requirements.
- Perform related duties as assigned.

Knowledge of:

- Principles and techniques involved in payroll preparation, processing, and recordkeeping.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Organizational payroll policies and objectives.

- Financial and statistical recordkeeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.

Ability to:

- Perform the essential functions of the job with reasonable accommodation, if necessary.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Organize and prioritize work and adjust to changing circumstances.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: graduation from high school or equivalent supplemented by college-level course work in accounting or related field and three years of increasingly responsible professional experience involving the preparation of payroll, financial records and reports, preferably including payroll experience in a California public school district.
- Must be proficient in the use of current spreadsheet, data base, and word processing programs.
- Proficiency with the Escape / Frontline ERP financial system or other integrated K-12 schools financial systems is preferred.
- Valid California driver's license and ability to drive a car to perform job requirements.

WORKING CONDITIONS

Environment:

Office environment, constant interruptions, driving a vehicle to conduct work, occasional evening or variable hours.

Physical Abilities:

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports.
- Periodically handle lightweight parcels and supplies.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.