



Classification Summary

Performs payroll system control procedures and analysis and supervises processing of payroll.

Distinguishing Characteristics

This class is distinguished from other accounting specialist positions by the assignment to payroll process and technical supervision of General Accounting Clerks assigned to this area.

Supervisory Relationships

1. Reports to the Accounting Services Supervisor.
2. Supervises the General Accounting Clerks assigned to the payroll area.

Examples of Work Performed

1. Coordinate the payroll functions including training and direction of the general accounting clerks assigned to this area. Plan payroll operations, schedule special requirements, and assign day-to-day tasks.
2. Balance the proof run for the payroll; check totals against backup data, resolve discrepancies, and enter corrections.
3. Reconcile internal payroll records and reports with state computer generated reports. Compare reports, reconcile differences and correct errors.
4. Review, calculate, post and correct hourly payroll time sheets. Verify posting against source documents.
5. Prepare state retirement system records and reports. Compile data from a variety of sources. Compile and prepare records and reporting according to state regulations.
6. Prepare special deductions to individual payroll accounts; receive, calculate, post, and arrange payment or deductions.
7. Maintain various accounting office filing systems and records as required.
8. Perform queries of computerized files for specific information upon request.
9. Perform data entry of certified payroll on remote terminal hookup to the district's computer service.
10. Respond to requests for payroll information or assistance or special requests from personnel department staff, district employees and computer service staff.
11. Perform other related duties as required.
12. Maintains regular and prompt attendance.

Required Knowledge, Skills and Abilities

1. Knowledge of accounting practices and procedures.
2. Knowledge of large computerized payroll systems, controls and functions.
3. Ability to supervise the work of subordinate clerks.
4. Ability to read, interpret and apply contract provisions, district policy and procedures and state regulations governing payroll procedures.
5. Ability to communicate effectively orally and in writing.
6. Ability to establish and maintain effective work relationships.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Graduation from an accredited training program in accounting.
3. Three years experience in a large, computerized payroll environment, preferably in public school system.
4. Previous experience in supervision desirable.

Work Environment

Incumbents work in the centralized payroll section of the accounting services department.