

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PAYROLL/RETIREMENT AUDIT ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Manager, Payroll-Districts, lead and participate in the operations and activities of district payroll services; oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner; prepare, audit, analyze, update and adjust monthly retirement reports; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Lead and participate in the operations and activities of district payroll services; participate in the development and implementation of departmental policies and procedures; make recommendations regarding changes to payroll system to improve efficiency; assist in assuring payroll and retirement activities comply with established laws, codes, policies, procedures and regulations.

Research and analyze service credit problems, payroll transactions, payroll adjustments, memo adjustments and year-to-date adjustments.

Approve the payroll authorization report for payroll check printing and distribution of checks to districts; balance the payroll and submit supporting documents to the Controller's office.

Oversee and audit the preparation, processing and maintenance of certificated and classified payrolls; assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; monitor payroll and control numbers.

Oversee the verification and processing of manual checks, lost checks, stop payments, cancelled checks and voids; hold checks for verification of credentials and maintain related files.

Prepare, audit, analyze, update and adjust monthly retirement reports including PERS information; assure proper completion of tax, STRS retirement plans and other reports according to established time lines; review reports to assure accuracy; assure reports are submitted to appropriate agency or personnel according to established time lines.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, practices, policies and procedures; provide input concerning employee evaluations as requested.

**January 18, 2006**

**San Mateo County Office of Education**

Serve as a technical resource to administrators and employees concerning certificated and classified payroll accounting activities, salaries, retirement plans and other contribution accounts; respond to inquiries and provide information regarding retirement, refunds and service credit; respond to complaints from employees throughout the County and serve as mediator as needed.

Work with STRS and PRS representatives to resolve reporting errors and service credits; prepare STRS payments and reports according to established procedures; post related documents to appropriate system.

Oversee direct deposit activities including correction requests, pre-note rejects, additions and related reports.

Prepare and maintain a variety files, journals, records and reports related to certificated and classified personnel, payroll, deductions, worker's compensation, social security, Medicare, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll and retirement activities; maintain back up files/copies of retirement reports and tax payments.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Preparation, maintenance, verification and processing of payroll and retirement records and reports.

Payroll policies, objectives and procedures of the County Office and school districts.

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS retirement plans.

Organization, operations, policies and objectives of the County Office and school districts.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Principles of training and providing work direction and guidance.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

**ABILITY TO:**

Lead and participate in the operations and activities of district payroll and retirement services.

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Oversee and audit the preparation, processing and maintenance of district payrolls to assure employees are paid in an accurate and timely manner.

Assure proper completion of tax, retirement plan and other reports according to established time lines.

Train and provide work direction and guidance to assigned personnel.

Serve as a technical resource to personnel concerning payroll and retirement functions and activities.

Prepare and maintain a variety of automated and manual records, files and reports.

Interpret, apply and explain policies, procedures, rules and regulations.

Monitor, adjust and reconcile payroll and retirement data.

Work independently with little direction.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or related field and one year related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.