

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

### **CLASS TITLE: PAYROLL SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director, Internal Business Services, perform a variety of specialized and complex payroll accounting functions to assure classified or certificated County Office employees are paid in an accurate and timely manner; serve as a technical resource concerning assigned payroll functions and related retirement accounts and information; prepare, maintain and audit a variety of financial and statistical payroll related data, records, statements and reports.

#### **REPRESENTATIVE DUTIES:**

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

Perform a variety of specialized and complex payroll accounting duties to assure County Office employees are paid in an accurate and timely manner; prepare, process and evaluate a variety of payroll related forms and records.

Prepare classified or certificated payrolls as assigned including regular, variable, manual or supplemental payrolls; audit time sheets and other calculations against payroll reports; calculate salary adjustments, leave time, deductions, timesheet corrections and overtime pay; verify proper authorizing signatures, calculations and accuracy of payroll adjustments; assure accuracy of codes on payroll documents.

Serve as a technical resource regarding the payroll functions, policies and procedures; respond to inquiries, research data and provide information concerning calculations, pay rates, taxes, leaves and other payroll information; provide benefits information to employees including insurance coverage options, and benefits and claims procedures.

Prepare and maintain a variety of financial and statistical records, statements and reports related to payroll, benefits, employees, garnishments, earnings, contributions and assigned activities.

Research, compile, prepare and revise payroll, retirement and related accounting data; calculate, reconcile and balance assigned payroll figures including gross salary, taxes, retirement, retroactive pay and other payroll figures.

Establish and maintain detailed automated permanent records regarding County Office personnel; process and input new employee data; input and update a variety of data including appropriate union, pay rates, tax status, deductions, benefits, retirement and other employee information.

Input a variety of payroll, retirement and employee data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

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Assure mandated tax reports and related payments are submitted to appropriate agencies according to established time lines as assigned.

Issue and distribute paychecks as assigned; process or cancel direct deposit accounts as needed.

Monitor employee TB testing expiration dates; notify employees of tests due; maintain related records.

Communicate with County Office administrators, personnel and various outside organizations to exchange information and resolve issues or concerns.

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

Maintain current knowledge of changes in bargaining contracts, labor laws, Education Code, and federal and State payroll regulations and changes.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques involved in payroll account preparation and processing.

Payroll and retirement system policies and procedures for classified or certificated personnel.

Methods, procedures and terminology used in technical payroll accounting work.

Tax withholding, voluntary deductions and employee benefits.

Verification and processing of payroll and related records and reports.

Preparation, review and control of assigned accounts.

Employer and employee contributions and related STRS and PERS functions.

General payroll and retirement functions of a County Office.

Financial and statistical record-keeping techniques.

Preparation of comprehensive accounting reports.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of specialized and complex payroll and retirement accounting functions to assure classified or certificated County Office employees are paid in an accurate and timely manner.

Serve as a technical resource concerning assigned payroll functions and related retirement and benefits accounts and information.

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Prepare, maintain and audit a variety of financial and statistical payroll related data, records, statements and reports.

Work independently with little direction.

Reconcile and balance assigned payroll and retirement accounts.

Monitor, audit, adjust and reconcile payroll, retirement and other related data.

Review, process, evaluate and verify a variety of financial and statistical information.

Assemble, organize and prepare data for records and reports.

Compare numbers and detect errors efficiently.

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

Identify and resolve payroll reporting issues, errors and discrepancies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetic calculations quickly and accurately.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years clerical accounting or payroll 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.