

Madera Unified School District Classified Job Description

Payroll Accounting Specialist – Lead

Purpose Statement

The job of Payroll Accounting Specialist - Lead was established for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; maintaining confidential employee records/ and providing day to day lead oversight to other payroll staff.

This job reports to the Business Manager or Designee.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists with preparing reports (e.g. state labor reports, benefit, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents (e.g. sub tracking, new/change forms, flyers, etc.) for the purpose of providing documents in a timely manner .
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Assigns, reviews, coordinates and lead the work of other payroll staff and functions (e.g. general ledger, accounts payable, accounts receivable, payroll systems, etc.) for the purpose of directing services in an efficient and timely manner.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.

- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes;

pertinent codes, policies, regulations and/or laws relating to payroll; and accounting and bookkeeping processes and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Four years of increasingly responsibility in accounting, bookkeeping, or other areas as appropriate which requires computer applications. One year of recent use of spreadsheets.

Education: High school diploma or equivalent.

Equivalency: Twelve units in college level study in business administration, accounting, bookkeeping and related fields which require computer applications from an accredited college or university can be substituted for 1 year of experience.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

None Specified

Continuing Educ./Training
None Specified

Clearances
Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands (A)

FLSA Status
Non Exempt

Approval Date

Salary Range
Classified Salary Schedule – Range 40