

## **Madera Unified School District Classified Job Description**

### **Accounting Technician V**

#### **Purpose Statement**

The job of Accounting Technician V 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; and maintaining confidential employee records.

This job reports to the Business Manager or Designee.

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#### **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.
- 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.