

Madera Unified School District Classified Job Description

Position Control/Payroll Technician I

Purpose Statement

The Position Control/Payroll Technician I supports departmental activities with specific responsibility for processing all phases of payroll and to support the maintenance of personnel rosters and assist in position control.

This job reports to Chief Financial Officer.

Essential Functions

- Assists in preparation of various financial accounting and categorical reports; budgets and position control documents.
- Assists in verification that positions are budgeted, calculates categorically funded salaries and fringes for budgeting purposes to ensure position has been properly approved, provides historical and future projections and reconciles FTE counts.
- Fosters communication between departments and others to assure smooth and efficient fiscal, budgetary and related reporting activities. Disseminates position control reports, information materials, records and reports to appropriate staff and administrators and communicate related goals and objectives.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring accurate budgeting for personnel and payroll processing.
- Ensures proper position control and salary schedule placement for the purpose of verifying accuracy of data prior to payroll processing.
- Maintains a wide variety of confidential and non confidential manual and electronic files and records (e.g. calendars, salary schedules, numerical staffing lists, administrator history data, etc.) for the purpose of providing up to date information and/or ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- 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.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.

- 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.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a variety of documents, payroll related data and reports and/or materials for the purpose of documenting activities, providing written reference and/ or conveying information.
- Research, prepare, and post various entries into the financial system, as necessary, to insure budget and employee payroll accounting accuracy.
- Assists in reconciling monthly payroll for the purpose of researching and resolving payroll discrepancies.
- Assists in the resolutions of discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments prior to processing.
- Responds to inquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Assists in monitoring, controlling, budgets of all District approved positions, including open positions.

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:

Possesses knowledge of laws, regulations, and terminology relating to school accounting procedures and practices including School Account Code Structures; possess knowledge of concepts and techniques related to research, gathering, compiling analysis and processing financial budget reports; methods and techniques of cost analysis; possesses knowledge of the basic applications of computer information systems and advanced skills in a spreadsheet application; maintains cooperative and effective working relationship with staff, management, school sites and others; works independently, displays flexibility to constantly changing environment, and displays strong analytical skills; plans organizes, and coordinates assigned tasks to meet established timelines; identifies and defines problems, collects

data, establishes facts, and draws valid conclusions; communicate effectively, orally and in writing; answers phones in a professional manner; analyzes situations and takes appropriate action regarding routine procedural matters without immediate supervision; understands and follows oral and written instructions and completes assignments in an independent manner; maintains professional confidentiality and works collaboratively with peers; makes accurate computations; utilizes proper English, grammar, punctuation, spelling, and speaking skills.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be 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; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 80% sitting, 20% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Three and half years of increasingly responsible accounting, bookkeeping, or responsible accounting experience involving the review, maintenance and adjustment of a variety of budgets, funds and accounts. 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

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range