

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Payroll Analyst II

DEFINITION: Under the limited supervision of the Chief Business Officer, performs accounting and clerical tasks involving payroll and employee benefits, receiving only occasional instruction or assistance as new or unusual situations arise. This position requires advanced knowledge of public school payroll, employee benefits systems, State Teachers and Public Employees Retirement Systems, District personnel policies and procedures, State of California Education Code, District contracts, and labor law. This position is designated as technical and highly responsible involving the payroll of District personnel.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Calculates salaries for all regular District employees based on State, County and District rules, regulations and contracts
- Audits and evaluates data entry of Human Resources for proper conformance calculation of payroll, benefits and retirement system placement
- Audits and pays all EDD related payments to the State
- Directly works with the Bureau of Labor Statistics on current employment statistics survey
- Processes changes made during employment to the Retirement Systems
- Attends all county office workshops for continued job development regarding position control and budgeting
- Trains new hires in payroll calculations
- Receives, audits and calculates time cards for supplemental payroll based on State, County and District rules, regulations and contracts
- Reviews documents for accuracy, completeness and conformance to established procedures, regulations and contracts
- Processes and balances regular and supplemental payrolls
- Acts as liaison with Sonoma County Office of Education (SCOE) on all payroll matters
- Communicates with administrators, certificated and classified employees concerning payroll data and procedures
- Makes recommendations for potential procedural changes
- Processes all payroll-related transactions (e.g., voluntary payroll deductions, leaves, emergency warrants, payroll accounts receivable, retirement adjustments, journal vouchers, payroll docks)
- Processes state reports and payments
- Maintains payroll-related records and files
- Processes personnel transactions, making appropriate adjustments to employee benefits in the payroll system and to monthly benefit member statements
- Updates, balance and pay monthly employee health benefit statements
- Communicates with benefit representatives regarding status of District accounts and employee eligibility status

- Processes benefit-related journal vouchers
- Sets up and maintain voluntary deductions with vendors online
- Critical back up for the Personnel Services Coordinator
- Liaisons to all employees on how the benefits are calculated and deducted from their pay
- Performs other accounting duties as required

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Proper office practices and procedures
- Proper chain of command from our office to the county office to the state
- Correct English grammar and spelling
- Proper bookkeeping methods, practices and procedures
- Basic knowledge of computers in business practices

ABILITY TO:

- Apply bookkeeping practices and procedures as they pertain to school district accounting
- Analyze financial data and prepare accurate records and reports
- Liaison from Payroll to HR services regarding retirement procedures and calculations
- Analyze employee contribution and deductions
- Ability to apply new accounting procedures to comply with our complicated payroll, retirement and health and welfare systems in each of their environments
- Perform difficult accounting/clerical work requiring the use of independent judgment and decisions
- Make arithmetical computations rapidly and accurately
- 10-Key by touch
- Operate necessary office machines
- Maintain cooperative relationships with those contacted in the course of work
- Complete tasks with minimum supervision
- Relate positively to students, staff and the public
- Maintain confidentiality of payroll, personnel and school related information

REQUIRED EXPERIENCE AND EDUCATION

EXPERIENCE:

- At least five years of bookkeeping/clerical experience

EDUCATION:

- High School diploma or equivalent
- Bookkeeping courses at the community college level required
- A.A. accounting major preferred

DESIRABLE QUALIFICATIONS:

- Ability to communicate in Spanish
- Advanced computer literacy

First Reading: 1/15/2008

Second Reading: 2/19/2008

Approved: 2/19/2008

Approved: 6/26/2018