

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 332
RANGE: 142
NON-EXEMPT

PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of professional and technical accounting duties in the preparation and maintenance of certificated and/or classified regular, special, and supplemental payrolls for the county office; ensure employees are paid in an accurate and timely manner.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with county office personnel, employees, and outside agencies to exchange information and resolve issues or concerns related to payroll discrepancies; collaborate with the Human Resources Department, External Finance, the Information Systems and Technology Department, Accountants and other personnel as required; coordinate activities with bargaining units, Fresno County Auditor's Office, retirement systems, and other outside agencies for appropriate payroll processing activities.
- Input employee garnishments, calculate, coordinate contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status and related information; process a variety of payroll-related forms and applications.
- Input a variety of payroll data into assigned computer system; maintain payroll records and files with accuracy and completeness; initiate queries and generate a variety of computerized records and reports as assigned.
- Input time sheet information including deductions into an assigned computer system; review information for accuracy and make corrections as necessary; ensure employees are paid in an accurate and timely manner.
- Perform a variety of professional and technical accounting duties in the preparation, processing and maintenance of classified regular, special and supplemental payrolls for the county office; ensure activities comply with county, state and federal policies, procedures, rules and regulations.
- Prepare and maintain documents and files for assigned programs and activities; receive and verify summer school duty calendars; verify salary calculations and budget account labor codes; process out-of-class duty payments and vacation payoffs; prepare related documentation as needed.
- Process employee contributions and arrange for vendor payments according to established timelines as directed.
- Process special payroll transactions such as new or terminated employee pay, corrections, stipends and retro-pay as assigned.
- Review and process time sheets and records; audit final time sheet against the payroll register; verify proper authorizing signatures, coding and accuracy of payroll adjustments; verify amount of deductions from personnel.
- Review payroll checks for accuracy; sort documentation for mailing and distribution to off-site locations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Mathematical computations.
- Modern office practices, procedures and equipment.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Policies and objectives of the payroll department.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Apply and explain policies, procedures, rules and regulations
- Learn county office employee retirement plans.
- Meet schedules and timelines.
- Monitor, adjust and reconcile payroll data.
- Perform a variety of clerical accounting duties in the preparation, processing and maintenance of classified regular, special and supplemental payrolls for the county office.
- Prepare and maintain a variety of automated and manual records, files and reports.
- Understand and follow oral and written instructions.
- Verify, balance and adjust accounts.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- Two years of experience in accounting, financial record-keeping, or related field. An Associate degree or Bachelor's degree may be substituted for the two years of experience.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2003

Revised: 11/14/2017; 09/21/2022