

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: PAYROLL AND BENEFITS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform technical accounting duties in the preparation and processing of District payroll. Perform administrative and clerical duties in support of all employee programs including enrollment, orientation and record-keeping functions; provide eligible employees with benefits information.

REQUIREMENTS:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties involving regular and variable payrolls for the District; assure employee pay rates are paid in a timely and accurate manner; assure payroll activities comply with established policies and procedures.

Perform a variety of administrative duties in support of employee benefits programs including enrollment, orientation and record-keeping functions; provide eligible employees with benefits information.

Process classified and unclassified employee payroll related documents; input and maintain employee data in computer system; identify and resolve errors and discrepancies.

Serve as a technical resource to employees and retirees concerning employee benefits; answer questions and provide information regarding policies and procedures; research and resolve issues as needed.

Compile and verify accuracy of payroll data; prepare and evaluate a variety of payroll documents and reports; prepare and process tax, leave, stipends, longevity, retirement, bonus and other payroll items.

Meet and confer with employees concerning benefits; distribute informational materials and enrollment forms and explain medical, dental and various other benefits programs and options.

Establish and maintain a system for recording District payroll related information; input, code and update a variety of data including pay rates, tax status, deductions and employee information; generate payroll reports.

Prepare, process, verify and evaluate enrollment, eligibility and other forms for employee benefit programs; verify accuracy and completeness of forms; process and update records with changes; notify employees of changes.

Prepare and maintain a record of employee benefits information.

sheets, benefits, salaries, leave, taxes, deductions, payments and assigned duties.

Serve as a technical advisor to District personnel, outside agencies and others concerning payroll functions; respond to inquiries and provide technical assistance regarding payroll taxes, records, laws, regulations, policies and procedures.

Prepare, process and audit accuracy of monthly or quarterly payroll; review various forms and applications for accuracy and completeness and related payroll administration of employees.

Review and audit payroll data, records and reports for accuracy; identify payroll errors and make appropriate corrections and adjustments.

Coordinate with District personnel and outside agencies in regard to payroll or concerns; process employment referrals and business inquiries.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; input, update, retrieve, print, copy, delete, and maintain computer records and files.

Conduct open enrollment activities for employees; enroll in various benefit plans; assist employees with enrollment; assist employees with benefits claims.

Process new hires, terminations and other changes as appropriate; verify employee information, pay rates and deductions; process sick leave, vacation, retroactive pay, garnishments, extra duty, and overtime pay.

Compose, design, print, copy, paste, and mail correspondence and other materials as needed; receive, process, issue and prepare payroll.

Maintain current knowledge on laws, codes, regulations and pending legislation; function as a clerk.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE:

KNOWLEDGE OF:

- Principles and techniques involved in payroll.
- General methods, practices, terminology and procedures.
- Employee benefit packages and insurance programs.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting records.
- Tax withholding, voluntary deductions, and other payroll benefits.
- Verification and processing of payroll records and reports.
- Policies and objectives of payroll programs and procedures.
- Employee benefit enrollment practices and procedures.

Payroll & Bene

Payroll policies and procedures.

Data control procedures and equipment

Modern office practices, procedures and equipment

Operation of a computer and assigned software.

Oral and written communication.

Interpersonal skills including listening, problem-solving, conflict resolution.

Arithmetic computations.

ABILITIES:

Perform a variety of technical accounting duties in the preparation and processing of District payrolls to assure classified and unclassified employees are paid in an accurate and timely manner.

Perform a variety of technical duties in support of Employee benefits programs including enrollment, orientation, and claims processing.

Serve as a technical resource and liaison concerning employee benefits.

Conduct personnel recruitment activities for District employees.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive payroll reports and analysis.

Review payroll records for accuracy and compliance with applicable laws and regulations.

Process employee time information and related documents for District and certificate of payroll.

Type or input data into computer systems.

Communicate with employees and supervisors.

Learn, interpret, apply and explain District policies and procedures.

Operate standard office equipment including computers, printers, copiers, and telephones.

Coordinate employee recruitment and hiring activities.

Establish and maintain cooperative and engaging working relationships with others.

Maintain accurate records.

Perform arithmetic calculations quickly and accurately.

Interpersonal skills including listening, problem-solving, conflict resolution.

Correct English usage, grammar, spelling, punctuation, and mechanics.

Mathematic computations.

EDUCATION AND EXPERIENCE:

Any combination of training and experience including high school diploma, college degree, or work in accounting or payroll for a minimum of three years payroll, accounting or similar experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods.

Sitting or standing for extended periods.

Bending at the waist, kneeling, or crouching to move and retrieve materials.

Reaching overhead, above shoulders and behind back.