

FALLBROOK UNION HIGH SCHOOL DISTRICT
PAYROLL/BENEFITS TECHNICIAN
Position Description

BASIC FUNCTION:

Under general supervision of the Director of Finance, prepare hourly and monthly payrolls for all employee groups; preparing and processing District payroll and maintaining payroll-related records and reports; explain policies and procedures related to payroll accounting; educate and enroll employees in health benefits; process enrollment forms; serve as liaison for employees for various insurance carriers. Records employee attendance and leave documents according to contracts and other legal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare hourly and monthly payrolls for assigned employee groups; gather, tabulate, extend, balance and post payroll and related data; submit data to the County Office of Education for processing of salary warrants; prepare special payrolls as assigned.
- Maintain payroll related records for District employees recording absences, accumulated sick leave, earned vacation benefits, overtime, extra duty pay and related information
- Audit and adjust time reports, data processing payroll listing sheets and other payroll information as requested; verify salary rate changes, and changes in positions and retirement eligibility; process voluntary deductions and W-4 forms for payroll adjustments.
- Explain policies and procedures related to payroll accounting; interpret and apply County and District directives to general and specific payroll transactions; provide information relate to records maintained.
- Sort, verify and distribute payroll warrants for District employees
- Communicate with various District personnel and outside organizations to discuss payroll related matters, coordinate activities, exchange information and resolve issues or concerns.
- Educate and enroll employees, including retirees, in health benefits; process enrollment forms; serve as liaison for employees for various insurance carriers and worker's compensation agencies.
- Audit and record all employee, retiree and COBRA enrollment changes on a monthly basis with all insurance carriers.
- Track and accountable for COBRA notifications, process for payment all COBRA expenses and record all monies received for COBRA insurance provided.
- Serve as a member of the Benefits Advisory committee.
- Responsible for reporting and monitoring of CalSTRS and CalPERS retirement benefits.
- Coordinator for unemployment claims
- Verify employment for employees as necessary
- Operate a computer and assigned software systems; operate standard office equipment as assigned.
- Performs other duties as assigned

QUALIFICATIONS:

Experience and Education Required: Any combination equivalent to graduation from high school including or supplemented by course work in accounting, business or related field and at least two years of progressively responsible related accounting or clerical experience in a computerized system environment including one year of payroll experience. Public sector payroll or accounting experience, preferably in a school district, is highly desirable.

Knowledge of: Principles and techniques involved in payroll preparation, general payroll guidelines, practices, terminology and recordkeeping methods; perform complex clerical accounting work without continuous supervision; maintain cooperative working relationships with those contacted in the course of work; perform duties efficiently with scheduled and unforeseen deadlines.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter, computer keyboard, and other office equipment; visual ability to read laws, codes, rules, policies, and other printed matter; ability to occasionally lift and move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environments is usually moderate.

| | |
|-------------------------|--------------------------------------|
| Supervisor: | Director of Finance |
| Work Year: | 12 Months, 8 Hours per day |
| Overtime Status: | Non-exempt |
| Salary Range: | 22 on the Classified salary schedule |

Board Approved: 4-27-2009