

LEAD PAYROLL/~~BENEFITS~~ POSITION CONTROL TECHNICIAN
REVISED

DEFINITION

Under direction, lead and perform a variety of complex technical work involving maintenance and support of various financial, payroll, ~~district insurance and benefit plans~~ and **position control systems**; and **perform** other related work as required.

ESSENTIAL FUNCTIONS

Perform any combination of the following – prepare district payrolls, reports, and related documents; post, assemble, tabulate, compute, compare, and file financial data; apply standard formulae and use predetermined guides to monitor adherence to laws, policies, and good accounting practice relating to payroll ~~and employee benefits accounting~~; perform data entry ~~into financial data base~~ **in payroll and position control systems**; prepare reports utilizing computer spreadsheet applications; apply both classified and certificated rules and regulations in determining payments **and retirement coding** ~~and maintaining records~~; review and analyze payroll ~~and employee benefits~~ data and **ensure that all contracted positions are in accordance with staffing levels approved by the Board; evaluate and assign budget codes for personnel requests; collaborate with budget staff and Human Resources to resolve any data discrepancies; may assist in the budget development process; including computer listings and microfiche records; compute and initiate adjustments for correction of salary payment and deductions; **reconcile voluntary deduction warrants with statements**; maintain, ~~payroll, employee benefits, and other related records~~; prepare, change, and audit payroll **and position control** ~~and employee benefits~~ data retained in computer **and other systems**; answer correspondence and inquiries regarding assignment data, time reporting methods, and rules and regulations regarding payroll/~~benefit~~ matters; work under considerable pressure of deadlines and work volume, exercising independent judgement with regard to financial matters; provide discreet payroll/~~benefit~~ information, as authorized by subpoena or supervisors, to loan companies, courts, public agencies, and other units of the District; ~~provide explanation of complete employee benefits package to new employees and provide assistance in completion of benefit forms/applications; maintain records of employee deductions and make payments to proper companies; submit billings for payment on employee fringe benefits; act as liaison with employee insurance carrier and other appropriate agencies; reconcile voluntary deduction warrants with statements; provide annual membership lists and related statements and reports for agencies and individuals as required; develop reports to extract data from position control and County financial systems to ensure accuracy of data input and maintenance; assist in the creation and maintenance of all essential master tables, salary schedules, and work calendars for position control and County financial systems~~ plan, organize, and lay out assigned skilled tasks of payroll personnel **for in the performance of fiscal payroll/~~benefit~~ and position control** related functions ~~and to ensure accurate and timely preparation of all payroll/~~benefit~~ related fiscal activities; review, develop, and recommend adoption and/or revision of procedure and practices related to the processing of payroll~~ **and position control adjustments** ~~and district insurance and benefit plans~~; **provide cross-training and backup support to payroll and position control personnel as needed to manage fluctuating workloads or as directed by the supervisor**; may coordinate ~~and direct~~ the work of others; may provide input into the evaluation of ~~employees reporting to the lead payroll/~~benefits~~ and position control personnel technician~~; and perform other related duties of equal complexity as assigned.**

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district payrolls delineated by state retirement systems and Federal/State regulations;

Knowledge of (continued):

Standard methods, terminology, and practices of bookkeeping, payroll, and financial recordkeeping;
General office practices, procedures, and terminology;
Complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Standard office machines, equipment, and computers.

Ability to:

Independently prepare accurate financial and statistical statements, summaries, and reports;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, including computer and peripheral equipment;
Understand and follow oral and written instructions;
Complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Work with a minimum of supervision;
Read and understand employee ~~fringe benefit~~ **payroll and position control** information;
Apply district policies, regulations, and procedures judiciously;
Learn and adapt to new procedures, systems, and policies, **and** applying them with good judgement in a variety of procedural situations;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Plan, lay out, and coordinate the work of others;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, budget planning, business management, employee **payroll and position control** ~~benefit~~ matters or closely related fields.

Experience:

Five years of responsible accounting and fiscal record management and reporting experience, preferably including three years of performing specialized functions pertaining to payroll accounting and employee **position control** ~~benefit~~ programs.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate appropriate office equipment.

Pre-placement Physical: Class I