

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: PAYROLL AND BENEFITS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Payroll and Benefits, assists in the processing employee payroll, benefits, and worker's compensation claims; provides information to new and current employees, providers and/or administrators; and resolving payroll, employee benefits, retirement, worker's compensation claims, reporting and reconciliation issues and maintaining confidential employee records.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists District employees in the activation of a variety of voluntary deductions; distributes required paperwork; processes voluntary deductions, various other transactions for payroll adjustments; assists employees with the proper completion of various forms and applications.

Assists with processing documentation for requests from outside agencies/parties; ensures timely and accurate compliance with requests.

Assists with the preparation of written materials and electronic payroll and benefits information.

Communicates with District personnel, and outside contacts to exchange information and resolve issues or concerns.

Compiles information and prepare and maintains a variety of records and reports related to employee information, timesheets, pay rates, salary adjustments, benefits, disability, Workers' Compensation, payroll data, attendance and assigned duties; submits payroll reports to appropriate personnel for processing within prescribed timeline.

Distributes payroll and benefits and related documents.

Establishes and maintains detailed automated permanent records regarding personnel; inputs and updates a variety of data including pay rates, tax status, deductions, vacation and sick leave, benefits and other employee information.

Maintains a variety of payroll and benefits information, files and records; ensures the availability of documentation and compliance with established policies and regulatory guidelines.

Performs a variety of technical duties in the preparation of payroll for certificated and classified personnel; receive and audit organizational time reports for classified and/or certificated employees; processes and evaluates a variety of payroll-related forms and applications.

Processes certificated and classified payroll; reviews and processes timesheets and records; audits final timesheet against the payroll register; coding, time vouchers and overtime pay as needed; verifies proper authorizing signatures, calculations and accuracy of payroll timesheets.

Processes payroll and benefits related data; updates information, authorizing timely payment, and/or complying with established payroll and fiscal practices.

Processes worker's compensation claims; assists assigned supervisors in ensuring that worker's compensation claims are processed in an effective and timely manner.

Receives, sorts and distributes paychecks and warrants according to established procedures and guidelines; processes special payroll transactions such as corrections, bonuses, replacements, final checks and retro-pay as appropriate.

Serves as a technical resource to personnel regarding payroll processes, policies and procedures; responds to inquiries and provides information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies.

##### **OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles and techniques involved in payroll accounting preparation and processing.

Methods, practices, terminology and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Summary plan descriptions, vendor contracts and related forms.

Preparation, maintenance, verification and processing of payroll records and reports.

Organizational payroll policies and objectives

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.  
Employee benefits enrollment practices and procedures.  
Applicable laws, codes, regulations, policies and procedures including FMLA and COBRA.  
Principles and practices of data processing.  
Collective bargaining agreements and procedures.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Arithmetic computations

**ABILITY TO:**

Perform a variety of basic duties in the preparation payroll for certificated and classified personnel.  
Perform a variety of basic duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.  
Serve as a resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.  
Assist employees with the completion of enrollment forms.  
Prepare and maintain a variety of automated and manual records and reports.  
Research, gather and compile data.  
Operate a variety of office equipment including a computer and assigned software.  
Compare numbers and detect errors efficiently.  
Operate standard office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Assemble, organize and prepare data for records and reports.  
Work confidentially with discretion.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level course in bookkeeping or financial record keeping; and two years of bookkeeping, accounting or financial record keeping experience, including payroll and benefits experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 5/18/09, 6/22/15, 9/28/17