

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 22, 2009
Salary Schedule: 20, Row: 30

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PAYROLL TECHNICIAN

JOB PURPOSE STATEMENT: Under the direction of the Director of Fiscal Services, performs varied and increasingly responsible fiscal transactions such as payroll, budget, records and reports, and other related work as required.

JOB FUNCTIONS:

- Provides a wide variety of information and assistance to District and other personnel regarding statistical record-keeping procedures of payroll
- Performs a variety of responsible and technical accounting duties involved in the preparation, processing and maintenance of the District's payrolls, assuring that District employees are paid according to established guidelines and in a timely manner
- Receives and processes attendance and leave information for employees; maintains detailed permanent records on employees regarding accumulation and use of sick leave, vacation, and other paid and unpaid leaves
- May verify employment both in writing and over the telephone
- Organizes, prepares and maintains all payroll record information for assigned personnel
- Computes, gathers, assembles, tabulates, proofs, extends, verifies, balances, summarizes and posts payroll and related data
- Assures accuracy and compliance of preliminary reports/time sheets, spreadsheets, and program and funds distribution
- Prepares and inputs payroll information into terminals that interface with the County which results in the production of payroll warrants
- Assists in the preparation of payroll budget data
- Assists with a variety of regular and special employee reports

JOB TITLE: PAYROLL TECHNICIAN

Page 2

JOB FUNCTIONS – continued

- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Receives County print-outs and checks same advising County amendments, changes and corrections
- Upgraded skills required to perform multiple technical tasks due to changing job conditions
- May maintain and update seniority records of employees
- Processes and distributes payroll warrants and W-2 forms
- Establishes and maintains an effective working relationship with staff; students, parents, and community members
- Performs other related duties as assigned or needed

KNOWLEDGE OF:

- Methods and practices of payroll record keeping
- Modern office practices, procedures and equipment
- Telephone techniques and etiquette
- Computer-oriented accounting and payroll systems
- Applicable laws, codes, rules and regulations related to assigned activities

ABILITY TO:

- Prepare financial and payroll reports and maintain appropriate ledgers, journals, and records related thereto; operate a calculator
- Prepare clear and concise reports from directions
- Respond to requests and inquiries from District employees
- Meet schedules and timelines put in place by the County Office or the District
- Plan and organize work for self
- Perform multiple technical tasks with many interruptions
- Maintain confidentiality of sensitive and privileged information

JOB TITLE: PAYROLL TECHNICIAN

Page 3

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High school diploma or equivalent
- Advanced training in the Principles of Accounting highly desirable

Experience:

- Two years of experience in the area of payroll and accounting, school district experience is highly desirable

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance