PAYROLL ACCOUNTANT

DEFINITION

This specification describes one class used to perform complex technical work involving the preparation and management of District payrolls, retirement reports and other regulatory procedures.

TYPICAL DUTIES

Administer complex automated payrolls for various cycles (monthly payrolls, retroactive payrolls, adjustment payrolls, etc.); understand the affect of various processes of the system and the proper method of entering transactions to avoid problems that interfere with the system. Create and use spreadsheets to complement the system in performing duties. Understand the steps required to process a payroll and the issues that can interfere with the successful processing of payroll. Assist in reviewing existing processes and modeling new system when upgrading to a new version of the system software.

Provides technical assistance and analysis of payroll issues. Duties may include a broad range of responsibility, up to and including the most complex activities in the Payroll Department. Assist in analysis of affect of payroll transactions on the general ledger and correct as needed. Work with the Payroll Supervisor and other staff to evaluate the efficiency of specific processes of the department and recommend changes. Analyze District procedures to ensure compliance with board policies, Education Code provision and other State, Federal and miscellaneous regulations. Work with the colleges and Personnel to ensure efficient operations. Perform related duties as assigned. Independently performs District-wide payroll related duties, including maintenance and control of processes.

Other duties include: application of the various laws and regulations related to payroll; reviewing and implementing new laws and regulations related to payroll; understanding the related elements of collective bargaining agreements and ensuring appropriate payroll implementation; ensuring that payroll information is accurately reported to outside agencies; calculating manual payroll transactions; reviewing and applying rules and regulations for retirement reporting to the Public Employee's Retirement System (PERS) and the State Teacher's Retirement System (STRS); acting as a lead worker for other staff by offering guidance, suggestions, and help in resolving complex issues.

LEVEL DESCRIPTION:

Incumbent, with minimum supervision, performs complex technical and analytical payroll tasks at a professional-level; prepares, presents and assists in the development of management information reports; provides assistance in problem resolution.
QUALIFICATIONS

EXPERIENCE

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<tr>
<th>Promotional Payroll Accountant</th>
<th>General Payroll Accountant</th>
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<td>Two years of experience in Los Rios District performing duties at the level of a Payroll Clerk III, or equivalent.</td>
<td>Three years of responsible experience in payroll or financial record keeping, equivalent to the Payroll Clerk III duties</td>
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EDUCATION
An AA degree in business administration with a concentration in accounting or a related field from an accredited college or university, including course work in financial accounting and automated systems plus emphasizing experience in payroll or accounting in a large, automated payroll or accounting environment.

KNOWLEDGE OF
Applicable laws, regulations, rulings, procedures, and policies regarding payroll records and programs; preparation, maintenance, verifications, and processing of payroll records; District payroll policies and procedures; modern office practices, procedures, and equipment; complex automated payroll systems; general accounting and financial controls; main frame, network, and desktop computer systems.

ABILITY TO (ESSENTIAL FUNCTIONS)
Perform the basic functions of the position; analyze and interpret fiscal records and documents; prepare accurate and complete financial summaries and reports; understand and carry out difficult oral and written instructions; learn and apply rules, regulations and policies governing school employees as related to payroll; post data and make arithmetical computations quickly and accurately; use microcomputer software including word processing and spreadsheet programs; enter data onto mainframe computer system; use a ten-key and calculator; work with little direct supervision; communicate clearly and comprehensively technical data to other departments, outside agencies and employees.