

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN/BENEFITS ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical payroll duties to ensure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor data related to employees; disseminate payroll related information to employees and appropriate agencies.

REPRESENTATIVE DUTIES:

Receive and audit District time reports for classified and certificated employees; review, verify and tabulate hours worked and audit for compliance with payroll rules and contract language.

Prepare and maintain payroll control data; record account codes, input and process data to ensure that employees are paid on time and in the correct amount.

Communicate and interact with District personnel and other departments relative to the effective and efficient performance of tasks related to position.

Compute payroll deductions including retirement and withholding taxes; compute overtime compensation ensuring proper authorization.

Review time sheets and yearly records to ensure accuracy and completeness, avoid duplication of hours charged and verify proper authorizing signatures.

Prepare supplemental payrolls for employees that submit late time sheets and for other irregular or non-recurring payments.

Maintain detailed records and files related to warrants, sick leave and vacation hours, Social Security and employee status.

Maintain permanent records on employees regarding accumulation and use of sick leaves, vacation and other paid and unpaid leaves.

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Prepare a variety of payroll-related reports; ensure proper accounts are charged for payroll expense.

Research and provide information to employees and approved agencies concerning salaries, deductions and earned vacation and sick days, and other payroll related data as appropriate.

Operate a variety of equipment including computer hardware, calculator, typewriter, copy machine, and microfilm and microfiche readers.

Assist other personnel with preparing payroll records according to payroll procedures, contract and labor laws.

Research and audit information/data for proper salaries and classifications and determine retirement status of employees.

Distribute payroll warrants as necessary.

Respond to general questions from current and retired employees regarding employee benefits; review enrollment forms for completion.

Provide basic information related to health, dental, vision, life and other applicable benefits.

Assist with the preparation and distribution of information regarding new employee enrollment, open enrollment, and other pertinent benefit information.

Assist with inputting payroll deduction changes resulting from open enrollment.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of payroll record-keeping.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Oral and written communication skills.
Various computer software programs including spreadsheets and databases.
Basic information related to health, dental, vision, life and other applicable benefits for employees and retirees.

ABILITY TO:

Perform responsible duties related to payroll record-keeping.
Learn quickly applicable sections of the current negotiated labor contracts, State Education Code and other applicable laws and systems.
Compile, organize, tabulate and file data.
Maintain detailed records for a variety of employee groups.
Prepare statistical and financial reports.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Type 30 words net per minute from clear copy.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work confidentially with discretion.
Operate office machines including calculator, typewriter, computer hardware and copy machine.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in accounting or payroll and two years increasingly responsible payroll or accounting experience.

WORKING CONDITIONS:

District office environment.

Pyrltec 7/91

Reclass from Payroll Technician 7/08