

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

ACCOUNT TECHNICIAN III – PAYROLL

DEFINITION

Performs a variety of complex technical accounting and financial record-keeping work involving the processing and maintenance of the District payroll systems, complex accounting transactions, statistical recordkeeping and related functions.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to perform assigned duties with limited general supervision and exercise limited independent judgment within established accounting and financial record-keeping systems and procedures.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive limited general supervision from management.

ESSENTIAL FUNCTIONS

Incumbents may perform any or all of these functions:

- Verify, prepare and/or process a variety of documents including requests for payment; State, local and District reports; statements; journal entries, transfers; voided warrants; and year-end adjustments.
- Verify labor and payroll charges; process timecards; prepare payroll reports; post, key, verify, and maintain records of employee wages, payroll deductions, adjustments, and leave records. Audit initial certificated and classified payroll contracts.
- Overall responsibility to balance monthly payroll and communicate with the County Office Business Department.
- Direct knowledge of and confirmation of the completion and accuracy of all tasks, duties, and procedures completed by other less senior account tech staff responsible for payroll functions. These tasks include but are not limited to voluntary deductions and health and benefit payments.
- Support provided for both Classified and Certificated payroll.

ESSENTIAL FUNCTIONS (Continued)

- Verify classified work schedules, ensuring for accuracy of information and contacting school sites and other departments for corrections, clarifications.
- Implement relevant provisions of collective bargaining agreements.
- Collect data and audit professional development sign-in sheets for state reimbursement.
- Use the County financial system for such duties as: keying payroll, entering journal entries, running reports.
- Provide data, prepare or assist with preparation of a variety of District reports.
- Regularly correspond (verbally and in writing) with schools, departments, county office of education business department, and vendors, as necessary.
- Maintain and update files of correspondence, records and other related documents.

OTHER FUNCTIONS

- Audit mandated cost material received from sites. Prepares Mandated Cost reports as required. Implements recordkeeping on new mandates as necessary, including determining information to be collected, manager designation and devising forms for information collection.
- Monitor the receipt of developer fees, including verifying proper collection and dollars received and maintaining statistical data and current street maps.
- Receive, sort and distribute incoming and outgoing mail applicable to desk, function or department.
- Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Principles, methods and practices of financial record keep including uses of common record-keeping systems.

Generally accepted accounting and payroll principles and business arithmetic.

District bargaining unit agreements and their implications on payroll preparation.

The interrelation of payroll with other functions and operations of the District.

Office methods, procedures, and equipment, including the operation of current computer technology.

Skills/Ability to:

Prepare volume payrolls in accordance with contracts, employment agreements and established timelines.

Verify and prepare complete and accurate data for entry and reports

Post, enter, and retrieve financial data and make mathematical calculations.

Operate and use current technology and office equipment, to generate spreadsheets, forms and reports with speed and accuracy.

Type at a speed of 40 words per minute.

Establish and maintain cooperative-working relationships with those contacted in the course of work. Communicating effectively and clearly with same.

Maintain timelines and guidelines for meeting deadlines and responsibilities.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Three years of increasingly responsible experience in financial record-keeping assignments.

DESIRABLE EMPLOYMENT STANDARDS

Previous experience in budgeting and financial record keeping in a school system.

Completion of supplemental courses in record keeping and/or accounting.

WORKING CONDITIONS:

Environment: Office environment.

Physical Abilities: Seeing to inspect financial or statistical records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending, kneeling, and reaching to retrieve and file records; dexterity of hands and fingers to file and operate a computer terminal and other office equipment.

Adopted: 04/22/92

Revised: 12/06/95

Revised: 02/05/99

Revised: 06/19/02

Revised: / / PENDING BOARD APPROVAL