

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
LEAD PAYROLL SPECIALIST**

REPORTS TO: Fiscal Director
SUPERVISES: No supervisory responsibilities

DEFINITION: Assist assigned supervisor in training, assigning, guiding, and correcting the work of Payroll Specialists as requested. Perform a variety of specialized payroll, benefits, and retirement accounting duties to ensure classified and certificated County Office and school district employees are paid in an accurate and timely manner. Serve as a technical resource concerning assigned payroll functions and related retirement and benefits accounts and information. Prepare, maintain and audit a variety of financial and statistical payroll, benefits, and retirement data, records, statements and reports.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One year of college-level course work in accounting or related field.
3. Three years increasingly responsible clerical accounting experience (one year of clerical accounting experience can be substituted by one additional year of college coursework in accounting).
4. Experience with payroll and retirement programs.
5. Proven ability to read, interpret and apply common sense to a variety of documents, financial, and statistical records.
6. Demonstrated experience in spreadsheet computer applications.
7. Numeric data entry speed of 35 words per minute as verified by SLOCOE testing program.
8. A valid California driver's license.

Desired:

1. AA in Accounting.
2. Experience in a school district, county office of education, or governmental agency.

KNOWLEDGE AND ABILITY:

1. Knowledge of principles and techniques involved in payroll preparation and processing.
2. Knowledge of principals and techniques involved in retirement account preparation and processing.
3. Knowledge of principals and techniques involved in benefits account preparation and processing.
4. Knowledge of policies and objectives of assigned activities.
5. Knowledge of financial and statistical record-keeping techniques.
6. Knowledge of preparation of comprehensive accounting reports.
7. Knowledge of data control procedures and data entry operations.
8. Knowledge of modern office practices, procedures and equipment.
9. Knowledge of employee-relation strategies and procedures.
10. Ability to assign and monitor work of colleagues.
11. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
12. Ability to establish and maintain positive and effective working relationships with diverse populations.
13. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
14. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
15. Ability to deal with problems or issues involving several variables in standardized situations.
16. Ability to perform arithmetic calculations quickly and accurately.
17. Ability to maintain accurate financial and statistical payroll, retirement and various other records.
18. Ability to prepare and evaluate, reconcile and balance comprehensive payroll, retirement and accounting reports and a variety of financial and statistical information.
19. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
20. Ability to give presentations to small and large groups.
21. Ability to identify and resolve financial issues, errors, and discrepancies.
22. Ability to learn applicable software, including spreadsheet and database systems.
23. Ability to serve as liaison and resource to governmental agencies and local districts.
24. Ability to organize work in a logical and efficient manner.

ESSENTIAL FUNCTIONS:

1. Assist assigned supervisor in training, providing work direction and guidance to Payroll Specialists. Assist with reviewing Payroll Specialist work to ensure accuracy, completeness, and compliance with established guidelines. Provide input to assigned supervisor on Payroll Specialist work as requested.
2. Perform a variety of specialized payroll accounting duties to ensure SLOCOE and designated school district employees are paid in an accurate and timely manner. Process classified and certificated payroll as assigned. Receive, audit, input, code, and adjust time sheets, claim forms, and related documents including deductions, garnishments, salaries, leave time, and contributions utilizing assigned computer system. Update accounts to reflect income, transfers and expenditures. Issue and distribute paychecks as assigned. Arrange for payroll warrant cancellations, stop payments, rewrites, replacements and cancellations as necessary.
3. Prepare, balance, and audit retirement systems reports and payments for SLOCOE and designated school districts. Receive, audit, input, and adjust STRS and PERS retirement forms and related documents.
4. Prepare, balance, and audit health and voluntary deduction premiums and payments for SLOCOE employees. Receive, audit, input, and adjust health benefits and voluntary deduction forms and related documents.
5. Serve as a technical resource and liaison to district and SLOCOE staff regarding the payroll function and related retirement accounts, policies and procedures, calculations, pay rates, taxes, STRS, PERS, credit and other payroll data for districts and county office. Provide district and SLOCOE staff training as needed.
6. Establish and maintain detailed automated permanent records regarding SLOCOE personnel; input and update a variety of data including pay rates, tax status, deductions, benefits, STRS, PERS and other employee information.
7. Input a variety of payroll, retirement and employee data into an assigned computer system; maintain various automated records and files. Initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements. Ensure accuracy of input and output data.
8. Ensure mandated tax reports and related payments are submitted to appropriate agencies according to established time lines as assigned.
9. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 36
Adopted: 3/26/08
Revised: