

**OROVILLE UNION HIGH SCHOOL DISTRICT**  
**Job Description**

**JOB TITLE: PAYROLL TECHNICIAN**

---

SALARY LEVEL:	Confidential Unit Range/Factor .880	DIVISION:	Confidential
DEPARTMENT:	Business Services	LOCATION:	District Office
REPORTS TO	Assistant Superintendent (CBO)		
APPROVED BY:	Board of Trustees	DATE:	2/5/14

---

**BASIC FUNCTION:** Under the direction of the Assistant Superintendent (CBO), performs variety of complex and technical payroll-related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor data related to classified and certificated employees.

**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.
- Complete and balance payroll, post all information on computer, and receive and verify all payroll warrants: compile data for completion of report, and submit various reports, such as quarterly reports, to various State and Federal agencies as required.
- Verify employees' time record against daily logs for variable payroll processing
- Review time sheets and records to assure accuracy and completeness; avoid duplication of hours charged and verify proper authorizing signatures.
- Process payroll related transfers.
- Prepare employment verification to financial institutions and other agencies.
- Maintain records of withholding exemptions, membership dues and other deductions to be withheld from the warrant.
- Distribute payroll warrants; responsible for deduction warrants.
- Communicate with District personnel in person and on the phone; resolve payroll discrepancies and provide information concerning salaries, deductions' earned vacation and sick days and voluntary deductions.
- Communicate with County offices and State agencies to clarify payroll procedures and exchange information.
- Give authoritative information to management team or the public, as required.
- Prepare a variety of payroll-related reports; assure proper accounts are charged for payroll expense; prepare payroll projections as requested.
- Maintain detailed permanent records on employees regarding accumulation and use of sick leave, vacation, and other paid and unpaid leaves; post and process garnishments.
- Audit personnel documents for proper salaries and classifications and record out-of-class, substitute, and temporary assignments.
- Prepare supplemental payrolls and adjustments for employees that submit late time sheets and for any other irregular or non-recurring payments; calculate and process retroactive pay raises.
- Operate a variety of equipment including a calculator, typewriter, copy machine, fax machine, computer terminal, and a variety of software.

**OROVILLE UNION HIGH SCHOOL DISTRICT  
PAYROLL TECHNICIAN  
PAGE 2**

**REPRESENTATIVE DUTIES: (continued)**

- Work directly with Superintendent, Assistant Superintendent (CBO), and Board of Trustees on confidential personnel, payroll, negotiations, and employee contract matters.
- Perform related functions according to contract language and board policies.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- School district payroll procedures.
- Methods and practices of payroll record-keeping
- Modern office principles, practices, procedures and equipment
- Financial and statistical record-keeping techniques.
- Local, State, and Federal regulations and law relating to payroll transactions and employee benefits.
- Applicable California Education Code sections and other applicable statutes.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer terminal and district software programs.
- Record-keeping techniques.
- Negotiation procedures and contract agreements.

**Ability to:**

- Perform responsible duties related to payroll record-keeping.
- Learn applicable sections of the current negotiated labor contracts, State Education Code and other applicable laws and regulations.
- 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.
- Understand and follow oral and written directions.
- Read, interpret, apply, and explain rules, regulations, policies and procedures with good judgment in a variety of procedural matters.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Exercise judgment, work confidentially with discretion and maintain highest degree of confidentiality regarding sensitive information.
- Operate office machines including calculator, typewriter, computer terminal, fax machine, and copy machine.

**OROVILLE UNION HIGH SCHOOL DISTRICT  
PAYROLL TECHNICIAN  
PAGE 3**

**Ability to: (Continued)**

- Work independently with little direction to perform responsible and complex payroll duties in a timely manner.
- Utilize computer for a wide variety of applications.
- Basic understanding of computers and software applications.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetical calculations with speed and accuracy.
- Compose correspondence independently.
- Compile and organize information for reports and memoranda.
- Meet schedules and timelines.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: college-level course work in accounting or a related field and three (3) years increasingly responsible payroll, accounting, or financial record-keeping experience. Experience in a school setting is highly desirable.

**LICENSES**

Valid California driver's license.

10 Key Certificate

Typing Certificate; 45 WPM net

Computer Skills in Word and Excel

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and operate a keyboard to enter data into a computer terminal for extended periods of time, use hands to manipulate, handle or feel objects, tools, or controls; hearing and speaking to exchange information in person or on the telephone; seeing to assure accuracy of financial/ accounting data. The employee is frequently required to walk and reach with hands and arms to retrieve and store files. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.