

YUBA COUNTY OFFICE OF EDUCATION  
Classified Job Description

Range F

ACCOUNTANT-PAYROLL

Definition

Under general supervision, performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll/benefit records and payment of funds for county office personnel; performs related duties as required.

Distinguishing Characteristics

The class differs from the Account Technician job class in the complexity of duties and consequences of error. This job class requires the following: expertise in complex accounting and payroll/benefit functions, general principles of accounting, auditing, and payroll, as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Makes decisions of considerable impact or consequences involving highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy and law.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all the listed examples include all tasks which may be found in positions within this classification)

Payroll/Benefits

Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations; collects, analyzes, updates and reconciles payroll and benefit data on a monthly basis; reviews timesheets for days/hours worked and calculates and records salary adjustments as necessary; examines and verifies payroll and benefits for accuracy, appropriateness and documentation; researches and analyzes discrepancies and processes appropriate corrections; ensures the accuracy of payroll and benefit codes; researches and processes payroll and benefit adjustment entries; calculate and apply garnishment deduction orders; researches, calculates and prepares payments for various benefit vendors, tax sheltered annuities (TSAs), and state/federal agencies; reviews, reconciles and balances payroll and benefit data for monthly and variable payrolls; reconciles, coordinate and reports for both PERS and STRS retirement systems; prepares supplemental payrolls as needed; prepares and processes manual warrants; reviews, analyzes and updates salary and benefit projections for accuracy; calculates retroactive salary data as assigned.

Records Maintenance/Report Preparation

Maintains accurate records and monitors salary and benefit related data for Yuba County Office of Education employees; creates and maintains a database to organize, collect and retrieve data into required reporting formats; monitors record keeping procedures for accuracy; maintains mandated documents as required; prepares a variety of complex payroll related reports as mandated by county office, state and federal regulations;

processes timesheets for regular, temporary and substitute employees; uses a variety of software applications to create and design reports and spreadsheets; plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares department correspondence as needed.

#### Client Support/Communication

Assists county office departments and staff in interpreting and applying payroll and benefit laws, rules, regulations, policies and procedures; answers inquiries from internal and external clients, resolves problems and recommends solutions; refers employees to other appropriate resources as necessary; provides data for district auditors, and local, state, or federal agencies; responds to salary verification requests, researches payroll and benefit records and takes appropriate action as needed; provides detailed information in oral and written form on payroll and benefit related issues; assists departments and staff in compiling data and interpreting legal reporting requirements and regulation; assists districts with payroll processing issues, assists in the development of new procedures as needed.

#### Education, Training and Experience

Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting business procedures, math statistics or related subjects; payroll processing and benefits experience in a school district or public agency preferred.

#### Knowledge of:

Applicable laws, codes, regulations, standards, methods and practices related to public school payroll systems and employee benefits; basic accounting principles as related to payroll processing; standard office practices and procedures; software applications related to payroll/accounting systems; principles and techniques of technical record keeping.

#### Skills and Ability to:

Research, retrieve and organize data to prepare and maintain complex payroll records, summaries and reports; reconcile differences within established payroll, benefit, retirement and accounting systems using crucial analysis skills; interpret, explain and comply with negotiated contracts, prescribed laws, rules, regulations and procedures; monitor, audit, reconcile and balance a variety of data and transactions; perform mathematical computations quickly and accurately; identify and correct errors; operate a variety of standard office equipment; set up and maintain database files; create spreadsheets and other related forms, reports and documents; use independent judgment to maintain statistical records, communicate effectively in both oral and written form; follow detailed directions; set priorities and organize work to meet deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work.

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