

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>TITLE:</b> Payroll/Benefits Technician	<b>CLASSIFICATION:</b> Classified (SEIU)
<b>REPORTS TO:</b> Chief Financial Officer	<b>RANGE:</b> 310
<b>WORK YEAR:</b> 12 Months	<b>CLASS:</b> Fiscal
<b>BOARD APPROVAL:</b> 1/14/16	
<b>BOARD REVISION:</b>	

**PRIMARY FUNCTION:** Under the direction of the Chief Financial Officer or Superintendent designee, to perform a variety of accounting duties in the preparation, processing, verification, and maintenance of payroll and related records for District certificated and classified personnel; to provide support for other District accounts and functions such as accounts payable, accounts receivable, inventory control, and purchasing; to prepare and maintain accurate financial and statistical records and reports; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to an efficiently run and fiscally responsible organization whose budget adequately supports the District's mission, vision, and goals to improve student learning.

**SUPERVISION OVER:** Not Applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Processes payroll as assigned; gathers, tabulates, extends, balances, and posts payroll and related data; enters appropriate payroll information into District computerized system.
- Prepares, verifies, and balances reports of statutory deductions, voluntary deductions, insurance, and retirement (STRS/PERS) and assure activities comply with County, State and Federal policies, procedures, rules and regulations.
- Prepares, processes, and maintains employee pay records for the District, including all related payroll documentation.
- Interprets and applies general knowledge of education codes, government codes, labor codes, and state and federal laws relating to payroll and health & welfare benefits (Affordable Care Act, AB 1522).
- Coordinate and process enrollments, terminations, and change information for employees, dependents, COBRA, and retiree health and welfare benefits and ensures consistency with Human Resources databases.
- Audit and adjust as necessary, time charges for substitutes, students and regular employees; monitor retiree wages to assure retirement earnings limitations are not exceeded; monitor hours worked and make employees members of the retirement system as appropriate.
- Confer with data processing and accounting personnel at the County Office of Education concerning payroll and benefits programs and procedures. Reconcile all District payrolls with the County monthly.
- Monitor and process STRS and PERS membership. Reconcile STRS/PERS reports in compliance with County, State and Federal policies, procedures, rules and regulations.
- Interpret and explain payroll and benefits policies to employees as well as work with schools and departments to ensure compliance with payroll and benefits policies and procedures (as well as create DUSD informational fliers and documents for employee use.)

- Input employee garnishments, contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status and related information; process a variety of payroll and benefits – related forms and applications.
- Audit payroll and benefits source documents for correct pay rates, salary computations, employee status, hours worked, and related information; codes, extends, balances and summaries payroll as required; reviews and audits voluntary and mandatory payroll deductions for accuracy, and revises them pursuant to employee requests and regulations.
- Interface with third party providers regarding benefits which includes monthly upload and downloads of addition, changes and deletes for DUSD.
- Review, update and distribute information related to benefits.
- Work with accounts payable and receivable documents relating to payroll, insurance, and other benefits.
- Responsible for computer input and retrieval of all financial documents, including analyzing of various reports.
- Maintains all data in an organized manner conducive to prompt and accurate preparation of reports and financial statements.
- Assists with training District staff in Business Office policies, procedures, practices, and computerized systems.
- May assist the CFO and administrative personnel in the performance of their functions and responsibilities.
- Performs a full range of customer service duties related to area of assignment; responds to inquiries in a courteous manner; provides information to the public and staff requiring the use of judgment and the interpretation of policies, rules, and procedures; resolves complaints in an efficient and timely manner.
- Performs a variety of general office support functions including typing, composing correspondence, proofreading, data entry, record keeping, and forms and report generation.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Supplemental courses in bookkeeping and accounting preferred.
- One year of experience as a bookkeeper, account clerk, accountant or equivalent OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

#### **KNOWLEDGE OF\*:**

- Methods and practices of financial record-keeping and reporting, including bookkeeping procedures.
- Computerized accounting systems software and spreadsheet applications.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Mathematical principles.
- Education codes, laws, and District policies and procedures related to finance.
- Modern office practices, procedures, and equipment, including computers.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Customer service techniques, practices, and principles.

#### **ABILITY TO\*:**

- Understand and enforce sound accounting practices.
- Perform financial record-keeping and bookkeeping work.

- Perform mathematical calculations with accuracy.
- Operate a computer and modern office equipment.
- Operate computerized accounting systems software and spreadsheet applications.
- Type and enter data at a speed necessary for successful job performance.
- Compile and maintain accurate files, records, and reports.
- Interact courteously with the public/staff, in person and over the telephone; respond tactfully, clearly, and concisely to issues, concerns, and needs.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.