

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: DISTRICT ACCOUNTING & PAYROLL TECHNICIAN
(Classified Confidential Position)

JOB SUMMARY

Under the direction of the Director of Business Services, perform a variety of technical accounting and clerical functions in the areas of payroll and personnel, position control and budget management, accounts payable and accounts receivable, general ledger maintenance, and cafeteria/food service. Assists the Director of Business Services in program budget management as assigned and fiscal year-end closing and auditing processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll, Personnel, and Benefits Management

- Perform a variety of technical and comprehensive processes relating to compensation benefits and insurance programs; provide responsible payroll and accounting functions consistent with District policies and department procedures.
- Establish and maintain current and accurate records and databases related to compensation and benefits; establish, update and terminate enrollments for new hires, current employees, retirees and COBRA participants; process, calculate and confirm authorized changes including deductions, adjustments, increases, insurance, leaves and contractual negotiations.
- Maintain payroll contract worksheets for all District employees.
- Receive and review timesheets for completeness and accuracy; process timesheets and ensure accuracy of pay rates, account strings, and proper authorizations for payment.
- Process, audit and submit District employee regular monthly and supplemental payrolls for all employees; ensure compliance with County, State and Federal guidelines, collective bargaining agreements and applicable laws, rules and regulations.
- Ensure deadlines established by the District, County, State and Federal agencies are met.
- Calculate and verify pay adjustments for various personnel actions and make necessary changes to existing payroll records including general payroll, W-2's, tax sheltered annuities, voluntary deductions, retirement, pay increase, step and column adjustments, longevity eligibility and increments, and other payroll records.
- Provide new-hire orientations related to employee benefits and payroll matters.
- Set up and maintain the Districts' sub calling program; enroll approved subs, review data, extract monthly reports to reconcile sub payroll.
- Process employee terminations and retirements; calculate and process final compensation.
- Implement and adhere to payroll procedures to ensure proper internal controls.
- Distribute payroll per County and District procedures and timelines.
- Serve as a technical resource to personnel regarding payroll processes, policies and procedures; communicate District payroll and benefits practices and procedures to employees; respond to inquiries and provide information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve retroactive and other payroll discrepancies; maintain knowledge of current laws and practices related to payroll functions.
- Respond in a professional and confidential manner to inquiries from employees regarding earnings and deductions; assist in filing STRS/PERS retirement forms, employment verification information, and other data requests.
- Communicate with outside agencies to exchange information and resolve issues or concerns.

- Maintain detailed and accurate records related to warrants, sick leave, paid and unpaid leaves, vacation hours, Workers' Compensation, benefits, pay rates, and employee status.
- Maintain payroll and position control systems and records with current and accurate employee and payroll data.
- Analyze, compile, assemble, and disseminate benefit enrollment packets and information; enroll, add and delete employees to and from various benefit plans; verify, monitor and process STRS and PERS membership. Process benefit adjustments.
- Compile, calculate and reconcile billings for employee benefits and submit payment requests to accounts payable for timely processing of payments.
- Prepare and maintain reports, provide statistical data and maintain files related to payroll, benefits and insurance; maintain accurate and complete supporting documentation for reports and transactions; check documents and transactions to ensure compliance with legal, payroll and accounting requirements; conduct research regarding payroll and other functions.
- Perform internal audit procedures to ensure accurate and complete records for compensation, benefits, Open Enrollment, COBRA, 403B and 457 accounts and other records.
- Assist external auditors in the course of the annual audit of the District's financial operations and conditions.
- Maintain health and welfare system and data for retirees and ensure compliance with OPEB/Actuarial reporting requirements. Keep retirees informed of plan or coverage changes, provide open enrollment materials in a timely fashion, and provide technical assistance to retirees as needed.

Other Duties

- Perform business office functions related to the District's Food Service program including:
 - Maintain service contracts, vendor and co-op agreements, and procurement documentation.
 - Complete all CDE/SNP and USDA applications, reports, and claims; CNIPS, CEP, equipment and special projects grants, waiver processing, etc.
 - Coordinate the maintenance and utilization of the food service operations systems (administration, FRPM eligibility, point of sale, inventory, meal production) to ensure accurate data and reporting.
 - Coordinate administrative reviews and any other compliance audits for the program.
 - Assist the Cafeteria Manager Lead with reporting, records management, purchasing, equipment service, coordinating training for program staff and other business related activity as needed.
 - Complete statistical reports, budget projections and program reviews as requested by the Director of Business Services.
 - Prepare deposits to the County Treasury and to revolving cash. Maintain the revolving cash account and petty cash system, complete bank and cash reconciliations, and assist with inventory maintenance.
- Assist the Director of Business Services in posting journal entries, budget updates, cash transfers, and other general ledger/accounting activity as directed.
- Prepare various projections, worksheets and financial reports, reconcile program activity, and assist with other accounting functions as directed.
- Maintain the student accident insurance contract; process annual renewal, order forms, create letters to households, distribute materials to school sites.
- Perform various clerical duties in support of assigned functions as required; prepare correspondence; duplicate and distribute materials.
- Operate a variety of office equipment including a calculator, copier, computer and assigned software.
- Attend meetings, professional development, and in services as required.
- Comply with all mandated reporting requirements.
- Perform related duties as assigned.

Knowledge of:

- Principles and techniques involved in payroll preparation, processing, and recordkeeping.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Organizational payroll policies and objectives.
- Financial and statistical recordkeeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.

Ability to:

- Perform the essential functions of the job with reasonable accommodation, if necessary.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Organize and prioritize work and adjust to changing circumstances.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: graduation from high school or equivalent supplemented by college-level course work in accounting or related field and three years of increasingly responsible professional experience involving the preparation of payroll, financial records and reports, preferably including payroll experience in a California public school district.
- Must be proficient in the use of current spreadsheet, database, and word processing programs.
- Valid California driver's license and ability to drive a car to perform job requirements.

WORKING CONDITIONS**Environment:**

Office environment, constant interruptions, driving a vehicle to conduct work, occasional evening or variable hours.

Physical Abilities:

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports.
- Periodically handle lightweight parcels and supplies.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.