



## **Admin Asst 7 / Payroll Spec**

### **Purpose Statement**

The job of Admin Asst 7 / Payroll Spec is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and directing assigned employees.

This job reports to Director of Human Resources

### **Essential Functions**

- Analyzes existing job descriptions in pertinent software as well as generating new job descriptions for the purpose of adhering to fair hiring practices and pays and ensuring compliance with state and federal laws.
- Assists in researching discrepancies in payroll information and/or documentation (e.g. timesheets, leave time, etc.) (e.g. timesheets, timecards, etc.) for the purpose of ensuring accuracy and adherence to procedures.
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- Assists the Payroll Coordinator in completing payroll/benefits operations for the purpose of ensuring the timely and accurate payroll generation.
- Assists with organizing a variety of payroll information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Assists with processing monthly time sheets as needed for the purpose of ensuring that timely and accurate payments are made.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of providing summaries to other personnel, providing required documentation and/or processing information and ensuring compliance with established guidelines.
- Completes employment verification requests (e.g. reporting pay, working dates, etc.) for the purpose of responding to requests and providing accurate employment and wage information to outside entities.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Generates district calendars including meeting with surrounding districts (e.g. Contracted calendar, school calendar, multiple contract days calendars., etc.) for the purpose of
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

- Performs a variety of office support staff activities (e.g. communications, copying, faxing mailings, correspondence, etc.) for the purpose of providing employee information, office support and ensuring the efficient and effective functioning of the work unit.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of payroll related documents (e.g. new enrollment packets, change forms, open enrollment forms, leave forms, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to vendors and employees in a timely manner.
- Process and maintains a wide variety of payroll information including setting up new employees and processing changes to classified hourly employees (e.g. ATE forms, job changes, distribution accounts, direct deposit, W4, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, employee contributions, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll information and/or documentation (e.g. payroll, withholding versus W4, salary status, direct deposit, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll (e.g. payroll reports, etc.) for the purpose of ensuring accuracy of payroll records.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

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The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

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