

Sonoma County Office of Education – Job Description

Classified

PAYROLL ANALYST

Definition:

To perform complex and specialized technical payroll functions in support of the payroll operations for assigned program(s); to prepare and maintain various payroll, financial and statistical records and reports; to calculate, process and maintain accurate payroll calculations and processing internal and external payroll transactions. Supports Human Resources and position control with an increased specialized knowledge of payroll, retirement, benefits and organizational policy and procedures.

Distinguishing Characteristics:

The Payroll Analyst position is a senior level position in the Accounting Technician/Analysts series. This class is characterized by the responsibility for preparation of a complete cycle of records and reports requiring the application of a substantial amount of complex technical terminology, organizational knowledge and understanding of laws, policies and procedures. Positions in this class may be responsible for one or more areas of accounting such as payroll and payroll auditing, benefits and general ledger reconciliation. The work at this level is more advanced than the Accounting Technician III level, in that work is accomplished with a greater degree of independence and requires a thorough knowledge of all types of payroll/personnel transaction and general ledger accounting knowledge.

Supervision Exercised and Received:

Employees in this classification receives intermittent supervision from a Director of Internal Fiscal Services within a broad framework of organizational policies and procedures. Employees in this class may serve as a lead position to Accounting Technician I, II and III levels.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Establish and maintain cooperative and collaborative working relationships with those contacted during performance of job duties.
- Maintains departmental certificated or classified payroll financial records and transactions related to payroll auditing, data uploads, voluntary deductions, benefits auditing, general ledger, etc; ensures that assigned tasks are completed within established timelines or reporting deadlines and insures that Sonoma County Office of Education policy and procedures are followed.

- Prepares a variety of federal and state reports related to unemployment insurance, social security and related payroll transactions; processes and verifies accuracy of various transactions.
- Calculates, assembles, matches, sorts, codes, tabulates, reviews and posts a variety of financial and statistical data; compares, balances and reconciles forms, statements, records, reports and other financial documents to identify errors, resolve discrepancies and assure accuracy and completeness; assure proper coding of financial data.
- Verifies, balances and adjusts payroll benefits and/or other assigned accounts; reviews, adjusts and assures accuracy of financial data, transactions, records, documents and reports related to assigned accounting areas; identifies errors and discrepancies; makes necessary corrections and adjustments.
- Verifies, balances and adjusts general ledger components; identifies errors and discrepancies; makes necessary corrections and adjustments.
- Maintains permanent file system for appropriate materials; updates records, journals, ledgers and other documents with income, expenditures and other financial data and transactions related to assigned accounting and/or payroll auditing functions; initiates account transfers as needed.
- Collects, receives and verifies information and posts, adjusts and/or transfers appropriate data to proper accounts, records, ledgers, etc.
- May also serve as backup for other accounting tasks such as invoices, warrants, purchase orders, travel claims and advances, requisitions, work orders, payments, district batches, billings, incoming monies, returned checks, deposits, cancellations, accounts payable requests, stop payments and change requests, reviewing for accuracy and verifying calculations.
- Provides information and assistance to district and County Office employees regarding routine and/or specialized accounting/fiscal procedures and requirements in assigned area of specialization.
- Inputs, updates and extracts revenue, expenditures and a variety of other financial and statistical data in an assigned computer system; generates necessary fiscal reports, warrants, lists, correspondence, forms and other computerized documents as required.
- Establishes and/or maintains journals, ledgers, records and/or worksheets to provide full documentation for related fiscal record-keeping systems such as payroll auditing and benefits.
- Acts as a staff resource regarding payroll and benefit functions to Human Resource Analysts, district personnel, County Office employees, outside agencies and the general public, explaining procedures and processes of assigned activities; responds to various payroll questions, resolves problems.
- Reviews payroll and financial record-keeping problems; applies appropriate rules and regulations to resolve issues.
- Balances and reconciles a variety of accounts, ledgers, bank statements, etc.

- Maintains direct and close communication with County Office staff, district employees, outside agencies and the public; contacts others to request information and resolve issues and discrepancies.
- Prepares financial and statistical reports related to assigned departmental or specialized functions in payroll auditing areas; collects and compiles information for reports.
- Prepares reports, statements, letters and other correspondence related to assigned functions.
- Uses current technology and equipment to generate spreadsheets, reports and correspondence.
- Participates in projects designed to improve the efficiency of payroll production.
- Participates in a variety of other assigned activities such as maintaining fiscal manuals, requesting documents and responding to employee inquiries in a timely manner.
- Organizes and conducts employee workshops, trains and provides work direction and guidance to other employees as required; assigns work duties; reviews the work of others; and works collaboratively with County departments.
- Researches information and compiles special reports as directed; composes and replies to various correspondence.
- Prioritizes workload in response to established timelines.
- Operates current equipment such as a calculator, copier, fax machine, typewriter, computer and assigned financial software.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- General Ledger double-entry bookkeeping principles and procedures as they relate to assigned area(s) of responsibility.
- Generally accepted accounting practices, fair employment practices and merit rules and bargaining contracts.
- Use of computers and software as they apply to the payroll information systems.
- Appropriate laws, codes, regulations, requirements and standards related to assigned area(s) of responsibility.
- Office methods, practices and procedures, including financial record-keeping.
- Bookkeeping practices, spreadsheets and report writing.
- Auditing and reconciling practices.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Standard English usage, spelling, grammar and punctuation.
- Mathematical calculations.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Perform all of the relevant duties of the position with limited supervision.
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties i.e. State agencies, districts, district employees, Sonoma County Office of Education employees.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance; apply and interpret pertinent laws, codes, regulations, policies and procedures.
- Understand and carry out both oral and written directions in an independent manner.
- Prepare and evaluate comprehensive accounting reports and statements.
- Review, process, evaluate and verify a variety of financial information.
- Reconcile differences within established record-keeping systems and related transactions.
- Type or enter data containing a large percentage of numerical or tabular data at a rate for successful job performance.
- Operate current equipment including a computer and assigned software, including complex spreadsheets, databases and other financial record-keeping systems.
- Perform mathematical calculations accurately and rapidly.
- Quickly identify and correct errors in a variety of mathematical computations and financial documents.
- Effectively communicate in both oral and written forms.

Computer Skills:

- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; add, edit and delete fields and reports.
- Advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations; create workbooks, use multiple worksheets; format and print worksheets; sort lists; create graphs and charts.
- Intermediate email skills, including the ability to send and open a file attachment.
- Internet usage, including the ability to access and navigate Sonoma County Office of Education's home page and use appropriate and professional conduct; conduct searches on relevant topics, communicate with governmental agencies.
- Basic Word Processing skills, such as the ability to create, edit, spell check, save and print a new or existing document and simple character and paragraph formatting.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read, write and perform mathematical calculations at a level necessary for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities.
- One year of college-level course work in accounting or financial record-keeping.
- School Payroll Certification is highly desirable.

Experience:

- Three years increasingly responsible experience in the review or maintenance of payroll, financial or statistical records for school related functions.
- Payroll experience in a district setting is highly desirable.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- Lifting forty (40) pounds on an occasional basis and in excess of forty (40) pounds with assistance.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the County Office of Education, prior to employment.
- TB testing will be required upon employment.

- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: May 21, 2018
- Revised:
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission