

CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS TITLE: PAYROLL AND BENEFITS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform technical accounting duties in the preparation and distribution of District financial statements. Perform clerical duties in support of all employee programs including enrollment, orientation and record-keeping functions; provide eligible employees with benefits information.

REQUIREMENTS:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of the District's regular and variable payroll needs for the District; assure employees are paid in a timely manner; assure payroll activities comply with established policies and procedures.

Perform a variety of clerical duties in support of employee benefits programs including enrollment, orientation and record-keeping functions; provide eligible employees with benefits information to established policies and procedures.

Process classified and unclassified employee payroll; maintain and update related documents, forms and administrative support; maintain and update medical information in computer system.

Serve as a technical resource to employees and retirees concerning employee benefits; respond to inquiries and provide information; research and resolve issues as needed.

Compile and verify payroll information; prepare payroll; evaluate a variety of payroll-related documents and approvals; prepare and process payroll; tax, leave, stipends, etc.

Meet and confer with employees concerning benefits; distribute informational materials and enrollment forms and explain medical, dental, and vision benefits.

Establish and maintain a system for recording District payroll-related transactions; input, code and update a variety of data including pay rates, tax status, deductions, etc.; generate payroll reports and payroll and wage information.

Prepare, process, verify and evaluate enrollment, eligibility and other forms for employee benefit programs; verify accuracy and completeness of forms; process and update employee information with changes; notify employees of changes.

Prepare and maintain a record of employee information.

sheets, benefits, salaries, leave, taxes, deductions, payments and assigned duties.

Serve as a technical advisor to District personnel, outside agencies and others concerning payroll functions; respond to inquiries and provide technical assistance regarding payroll taxes, records, laws, regulations, policies and procedures.

Prepare, process and audit accuracy of monthly payroll requirements; review various forms and applications for accuracy and completeness and related payroll administration.

Review and audit payroll data, records and reports for accuracy; identify payroll errors and make appropriate corrections and adjustments.

Coordinate with District personnel and outside agencies in processing payroll inquiries or concerns; process employment referrals and business referrals.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; input, update, retrieve, print, copy, delete, and maintain automated records and files.

Conduct open enrollment activities for employees; enroll employees in various benefit plans; assist employees with enrollment; assist employees with benefits claims.

Process new hires, terminations and other changes as appropriate; verify employee information, pay rates and deductions; process sick leave, vacation, retroactive pay, garnishments, extra duty, and overtime pay.

Compose, design, print, copy, paste, and mail correspondence and other materials as needed; receive, process, issue and prepare payroll.

Maintain current knowledge of laws, codes, regulations and pending legislation; function as a clerk.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE:**

**KNOWLEDGE OF:**

- Principles and techniques involved in payroll.
- General methods, practices, terminology and procedures.
- Employee benefit packages and insurance programs.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding, voluntary deductions, and other payroll benefits.
- Verification and processing of payroll records and reports.
- Policies and objectives of payroll programs and activities.
- Employee benefit enrollment practices and procedures.

## Payroll & Bene

Payroll policies and procedures.

Data control procedures and equipment

Modern office practices, procedures and equipment

Operation of a computer and assigned software.

Oral and written communication.

Interpersonal skills including listening, problem-solving, conflict resolution.

Arithmetic computations.

### ABILITIES:

Perform a variety of technical accounting duties in the preparation and processing of District payrolls to assure classified and unclassified employees are paid in an accurate and timely manner.

Perform a variety of technical duties in support of Employee benefits programs including enrollment, orientation, and claims processing.

Serve as a technical resource and liaison concerning employee benefits.

Conduct personnel recruitment activities for district employees.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive payroll reports and analysis.

Review payroll records for accuracy and compliance with applicable laws and regulations.

Process employee time information and related documents for classified and unclassified payrolls.

Type or input data into computer systems.

Communicate effectively with others.

Learn, interpret, apply and explain procedures.

Operate standard office equipment.

Communicate effectively & cooperatively.

Establish and maintain cooperative and enjoyable working relationships with others.

Maintain a safe work environment.

Perform arithmetic calculations quickly and accurately.

Interpersonal skills including listening, problem-solving, conflict resolution.

Correct English usage, grammar, spelling, punctuation, and mechanics.

Mathematic computations.

### EDUCATION AND EXPERIENCE:

Any combination of training including high school diploma or GED, and three years payroll, accounting or similar experience.

### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment.

#### PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing.

Bending at the waist, kneeling, or crouching to move and retrieve materials.

Reaching overhead, above shoulders and below feet.