

**SAN CALROS SCHOOL DISTRICT  
PAYROLL/BENEFITS SPECIALIST**

**BASIC FUNCTIONS:**

Under general direction of the Director of Finance, the Payroll/Benefits Specialist position plans, coordinates and prepares District payrolls, keeps related records, conducts payroll analyses and performs other related work as required. This position is distinguished by duties and responsibilities, which require great accuracy and employee relations' skills; the use of independent judgment and initiative is necessary.

**ESSENTIAL DUTIES:**

- Prepares and processes district payroll and balances payroll records including regular and supplemental classified and certificated payrolls, which contain regular and substitute employees, overtime compensation and supplemental stipends and retired consultants payments
- Composes correspondence, memoranda and reports independently or from verbal instruction
- Prepares and maintains up-to-date payroll records on all district employees including salary, authorized deductions and fixed charges
- Calculates pay adjustments for various personnel actions and makes changes on existing payroll records
- Posts and maintains accurate control records for employee's payroll deductions and gross earnings as required
- Correlates and records information on payroll records and reports; submits accurate and timely payrolls to County Office for processing
- Assists in maintaining files and records in preparation for audit reviews
- Audits and verifies monthly, quarterly and annual computer reports as they pertain to payroll
- Responds to inquiries from employees regarding earnings and deductions; assists in filling proper retirement and benefit plan forms; clarifies benefit plan payments and charges
- Audits and verifies billing for all employees benefits, insurance and annuities; mails warrants ensuring receipt on or before prescribed deadlines
- Prepares, keeps records and explains benefits for retirees, including health insurance, pay limits, State laws, records of payment etc.
- Receives and processes forms for administrators, supervisors and individuals authorizing hiring or termination, change of status, tax and insurance deductions, leaves and overtime
- Distributes payroll warrants and W-2 forms as required
- Obtains, enters, maintains and monitors appropriate budget classification codes for payroll, including multi-funded positions
- Obtains, interprets information and confers with staff on payroll-related matters regarding PERS, STRS, GASB 68, tax shelter annuities, SDI and SUI.
- Calculates retroactive payment and bonuses
- Confers with and assists employees in payroll matters; assists staff, vendors and the public in the resolution of related problems
- Provides training as needed of site personnel in District payroll processes
- Answers telephone, written and email correspondence and provides information as required
- Performs a variety of clerical duties, including word processing, proof-reading, filing, checking and recording information
- Assists as needed with other business office functions
- Informs Human Resources upon employee termination/resignation regarding COBRA benefits eligibility and costs
- Understand contract language and Education Code language pertaining to payroll, and leave procedures
- Uploads monthly payroll report for Affordable Care Act tracking software and offer benefits to employees who become eligible for benefits
- Produces monthly report and communicates information to Accounts Payable related to Commuter Benefit Program
- Prepare, collect and monitor annual benefits open enrollment cycle
- Coordinate annual 403b visit and compliance with third party administrator
- Prepares and develops reports for EDD
- Coordinate annual American Fidelity visit
- Performs other related duties as required

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Methods and practices of bookkeeping and financial record keeping;
- Required accounting methods and requirements as related to payroll tax deductions and public School payroll systems;
- Modern office practices and procedures
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**ABILITY TO:**

- Demonstrate excellent interpersonal communication skills
- Deal with sensitive employment related issues
- Perform complex payroll functions; reviews time sheets, calculate compensation rates and prepare reports
- Apply rules and regulations to practical situations
- Perform complex arithmetic's calculations accurately and rapidly
- Assemble and organize data and prepare worksheets and reports as requested
- Communicate effectively in oral and written form
- Understand and carry out both oral and written directions in an independent manner
- Maintain the security and confidentiality of specified records and information
- Establish and maintain effective work relationships with peers and vendors
- Understand and interpret governmental rulings and procedures
- Use computer terminals, including spreadsheets, accounting programs, etc.
- Analyze problems accurately and adopt an effective course of action
- Type and enter data rapidly and accurately
- Work independently without close supervision
- Meet department responsibilities within established timelines

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Equivalent to graduation from high school supplements by college level course work and/ or seminars in the area of benefit program administration
- Equivalent to three (3) years of progressively responsible experience equivalent to Payroll Specialist

**PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty pounds occasionally.
- Able to push and pull objects weighing up to thirty pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.