

**Central Valley School District
Job Description #807**

TITLE Assistant Payroll Officer

GENERAL SUMMARY

The Assistant Payroll Officer performs a variety of tasks to help ensure the smooth, efficient operation of the Payroll Department. S/he prepares the payroll for all Central Valley School District employees.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Assistant Payroll Officer may perform all or a combination of the following:

1. Respond to the public in a cordial, courteous manner: answer the telephone, relay messages, schedule appointments, coordinate operation of the Payroll Department.
2. Prepare time sheets for payroll processing; to include adding of hours, appropriate pay codes, assigning of general ledger account codes.
3. Prepare pay checks and stubs for distribution to staff.
4. Assist in the coordination of employee benefits package; health coverage, tax shelter programs and payroll deductions.
5. Assist in the processing of employee accident/injury reports.
6. Type a variety of materials accurately and neatly.
7. Compose standard letters, memos or reports accurately and independently with little or no instruction.
8. Prepare all state and payroll reports as required.
9. Maintain absence data for all Central Valley employees, i.e., leaves: sick, emergency, personal, voluntary and vacation.
10. Distribute mail, annual federal tax statements (W-2), retirement statements, medical or other individual employee information.
11. Compile and maintain all payroll records.
12. Compile and prepare vouchers for individual and district contributions to various agencies.
13. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
14. Attend pertinent workshops and training sessions.

REPORTING RELATIONSHIPS

This position reports to the Business Manager.

MENTAL DEMANDS

Required to meet strict payroll reporting deadlines; requires concentration; exposed to frequent interruptions; may deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Possess 3 - 5 years successful experience in payroll preparation, preferably in a school district.
2. Possess the ability to accurately type/word process 55 wpm.
3. Possess knowledge regarding W-4 statements, retirement forms, insurance: medical, dental, life, vision and salary; have knowledge to assist district employees.
4. Possess knowledge to use office machines: copier, calculator, computer, laminator, etc.
5. Possess experience using mainframe computer, with emphasis on accurate data entry.
6. Possess demonstrated ability to organize.
7. Possess a "customer service" orientation.
8. Possess demonstrated skill in attention to detail.
9. Possess demonstrated skills in oral and written communication.
10. Demonstrate effective organizational and prioritization skills to meet deadlines.
11. Possess the ability to work well independently.
12. Possess knowledge of bookkeeping and excellent filing skills.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 02/07