

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: October 18, 2017

Salary Schedule: 20; Row: 37

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: PAYROLL ANALYST**

**JOB PURPOSE STATEMENT:** Under the general guidance of the Director of Fiscal Services, the Payroll Analyst works independently under limited supervision to perform difficult and complex payroll, auditing and technical work for the district including preparing, monitoring, reconciling, budgeting and maintaining payroll records. Provides expertise, information, and assistance in all matters related to payroll functions of the District.

### **JOB FUNCTIONS:**

- Coordinates the work of the payroll department, including developing and revising payroll procedures to comply with laws, rules and regulations
- Provides technical expertise to payroll department staff
- Organize, prepare, and maintain all payroll record information for classified and certificated personnel; prepares payroll input data for county processing and receives county printouts, absence and sick leave records, deductions and garnishments and other required payroll functions
- Assists with annual budget development under the guidance of the Director of Fiscal Services, make mathematical computations, file documents, reports and records, answer questions and provide answers, prepare interim reports and year-end closing statements as it relates to salary and benefit expenditures
- Maintains payroll controls by assuring proper procedures, policies, rules and regulations are applied to payroll activities
- Monitors and analyzes payroll encumbrances and expenditures to ensure they are charged to the proper budgets
- Develops, analyzes, compiles, edits and approves a variety of payroll reports for county and state agencies, freedom of information requests and special projects
- Assures payroll timelines are met with established county office deadlines

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JOB FUNCTIONS: - continued:

- Oversees the calculation of wages, overtime, and deductions by payroll technicians to ensure compliance with federal and state laws
- Receive and process appropriate documents authorizing employment or termination, changes of status, tax, and insurance deductions, leaves and overtime
- Process and distribute payroll warrants and W-2 forms
- Coordinates the policies and calculations for adjustments to employee's taxable wages including employee use of district property, third party sick pay, workers compensation payments, life insurance, and other insurance adjustments
- Conducts research and prepares special studies as requested
- Analyze and reconcile various complex payroll data relating to payroll and make appropriate decisions and/or recommendations
- Exercises considerable independent judgment and has accountability over assigned duties
- Participates in internal and external audits as required
- Assists in development and implementation of new or revised procedures and forms to assure efficiency and compliance with district policies and applicable payroll regulations
- Works closely with Human Resources in matters that relate to payroll
- Train department personnel as appropriate
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Policies and procedures involved in preparation, verification, maintenance and processing of school district payroll procedures
- Applicable sections of Education Code, generally accepted accounting principles and other applicable laws
- Knowledge and ability to perform complex statistical and arithmetic calculations; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions

KNOWLEDGE AND ABILITIES: continued

- Specific knowledge required to perform the functions of the job include considerable knowledge of the purposes, methods, and practices of technical financial record keeping work; excellent knowledge account classification and accounting entries; practical knowledge of personal computer applications
- Knowledge of correct English grammar, spelling vocabulary and accounting terminology
- Basic and advanced accounting and payroll principles applicable to public school districts

Ability to:

- Perform complex financial analysis
- Analyze, compile, statistically treat and display data graphically
- Interpret guidelines and contracts and apply to financial/payroll
- Prepare clear and concise reports
- Ability to assess trends, historical data and establish projections for financial operation
- Communicate effectively, both orally and in writing
- Maintain positive and productive working relationships with those contacted in the performance of duties
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines put in place by the state, county office or the district
- Plan and organize work for self and others
- Perform multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements

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**PHYSICAL ABILITIES:**

- Physical ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary

**JOB QUALIFICATIONS:**

**Education:**

- High School Diploma or equivalent
- Bachelor's Degree with courses in bookkeeping, budget and principles in accounting, highly desirable.

**Experience:**

- A minimum of five years increasingly responsible experience in payroll, financial and statistical records maintenance required.
- Experience in educational setting desirable.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance