

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 15032

### SENIOR PAYROLL ANALYST

#### OVERALL RESPONSIBILITY

Under general supervision, perform a variety of specialized duties related to the analysis of district certificated and classified payrolls. Perform complex accounting work involved in the auditing, verification and reconciliation of payroll data.

#### SPECIFIC RESPONSIBILITIES

1. Perform complex calculations and statistical analysis related to the review and analysis of payroll data to ensure compliance with internal, external and governmental policies and regulations. *E*
2. Audit State Teachers Retirement System (STRS) and Public Employee Retirement System (PERS) pension plan retirement reports for submission to appropriate agencies; advise on adjustments as necessary. *E*
3. Audit payroll control totals for balancing purposes; advise on adjustments as necessary. *E*
4. Investigate, analyze and respond to notices and reports from various regulatory, tax and pension agencies. *E*
5. Coordinate preparation of the payroll; balance and submit payroll to Information Systems staff. Prepare and submit all payroll documentation, wire transfers and electronic submissions to banking institutions and county, State and Federal reporting agencies. *E*
6. Assist in the oversight of the leave accrual system, leave bank processes, postings and master file maintenance. *E*
7. Calculate and process employee overpayments. Provide notification to employees, enter repayment arrangements and maintain accurate accounting of overpayment balances. *E*
8. Assist in the maintenance of master files within the payroll software system; including, but not limited to, salary schedules, work calendars, bonus codes, pay schedules, statutory deductions, etc. *E*
9. Assist in the balancing of payroll clearing accounts and maintenance of clearing account rules and mapping. *E*
10. Assist in the processing of manual payrolls, retroactive payrolls and cancelling and reissuing payrolls as necessary. *E*
11. Apply collective bargaining provisions of negotiated contracts related to payroll and fringe benefits, as directed. *E*
12. Train, guide and assist new employees. *E*
13. Train or in-service District employees regarding preparation of payroll documentation. *E*
14. Work on a deadline basis and maintain confidentiality when dealing with sensitive employee records. *E*
15. Recommend payroll software modifications to Information and Educational Technology Services as needed. *E*
16. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
17. Perform other related duties as assigned.

#### SALARY

Classified Unit Salary Schedule.

## **SENIOR PAYROLL ANALYST (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

Knowledge of pertinent laws, rules, policies and regulations pertaining to payroll benefit records.  
Knowledge of payroll preparation and verification procedures.  
Knowledge of state retirement and social security reporting and payment schedules.  
Ability to analyze and prepare accurate and interrelated financial, payroll and personnel records.  
Ability to perform difficult mathematical calculations with speed and accuracy and to meet deadlines.  
Ability to perform difficult financial accounting work requiring independent judgment and initiative.  
Ability to activate a personal computer and load software from a disk and/or CD-ROM.  
Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.  
Knowledge of and ability to use e-mail and calendaring programs.  
Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.  
Ability to create and initiate a mail merge using a word processing program.  
Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.  
Knowledge of letter and report writing techniques.  
Knowledge of modern office methods and practices.  
Ability to perform a variety of highly responsible tasks with speed and accuracy.  
Ability to establish and maintain accurate records and files.  
Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)  
Ability to express initiative, adaptability and confidentiality.  
Ability to supervise and train clerical personnel.  
Ability to analyze situations and take an effective course of action.  
Knowledge of and ability to apply management and budgeting principles and practices.  
Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.  
Ability to screen a volume of communication and discriminate between routing and priority matters.  
Ability to use correct English grammar, syntax, spelling and punctuation.  
Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.  
Ability to understand and carry out oral and written instructions given in English.  
Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.  
Knowledge of general first aid procedures, if assigned to a school site.

##### **Desirable Qualification:**

Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.  
Knowledge of school operation, policies, regulations and procedures.

#### **Experience**

##### **Minimum Requirement:**

Four (4) years payroll, accounting or bookkeeping experience performing complex work tasks.

#### **Education**

##### **Minimum Requirement:**

Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

## **SENIOR PAYROLL ANALYST (continued)**

### **QUALIFICATIONS (continued)**

#### **Education**

Desirable Qualification:

Two (2) years college course work or training in payroll, bookkeeping, accounting.

#### **License/Certificate**

Minimum Requirement:

Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

#### **Physical Characteristics**

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

### **REPORTS TO**

Associate Superintendent, Business Services or designee

Cabinet Approved: 2/11/20

Unit Approved:

Board Approved: