



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT PAYROLL PROGRAM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8033
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of payroll programs; maintains security permissions for the payroll system; maintains payroll auxiliary tables; monitors and audits payroll programs and processes; develops and implements training programs; verifies payroll calculations for accuracy.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements and maintains payroll processing programs as related to the payroll system, time reporting, health insurance, retirement and vendor processing
- Assumes responsibility for auditing and verifying payroll calculations for compliance with District, state, local and federal requirements
- Maintains payroll security for access to the payroll system and maintains auxiliary tables for payroll deductions and pay types
- Develops and implements training manuals for documenting payroll processes and procedures
- Supervises payroll edit reports to ensure the accuracy of payroll calculations and identifies new edit procedures as needed
- Trains and evaluates the performance of clerical payroll personnel
- Assists with fiscal and calendar year-end closing to meet required deadlines
- Works with internal and external auditors to compile documentation needed for the annual audit of payroll data
- Performs complex research and payroll reconciliations
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years successful accounting or payroll experience
- Successful system implementation experience
- Ability to maintain accurate records and meet established deadlines
- Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year successful management experience
Ability to work well in a team situation
Experience in a diverse workplace