



REVISED: 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