



Irvine Unified School District

PAYROLL TECHNICIAN

DEFINITION

Under direction, to perform a variety of complex financial clerical activities involved in the processing of payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Organizes, and maintains payroll record information for classified and certificated personnel, including full-time, part-time and overtime.
- Receives basic payroll data from county data processing and checks the established basic records.
- Reconciles and pays all voluntary deductions.
- Receives proper forms from human resources, and individuals authorizing payroll actions, such as, employment and termination, change of status, tax and insurance deductions, leaves without pay and overtime.
- Correlates and records information on payroll records, and reports change-only information to county for data processing payroll.
- Reviews and checks the work of personnel.
- Trains new employees in payroll work.
- Analyzes payroll procedures to improve effectiveness and efficiency.
- Maintains close working relationship with fiscal office, human resources, county payroll and retirement offices, and district employees.
- Maintains accurate files and records on health, disability, other insurance, credit union dues and other deductions.
- Distributes payroll warrants and W-2 forms and answers payroll and deduction questions from employees.
- Prepares specialized and regular payroll reports.

EMPLOYMENT STANDARDS

Knowledge of:

- Office practices and procedures, including modern methods of financial and statistical record keeping.
- Bookkeeping methods and techniques.
- English usage grammar and spelling.

Ability to:

- Learn specific public laws, school district regulations and procedures relevant to the duties required.
- Perform difficult clerical work without continuous supervision.
- Make arithmetical calculations with speed and accuracy.
- Prepare financial summaries and reports.
- Operate accounting machines and computers.
- Follow oral and written directions.
- Work cooperatively with others.

Training and Experience:

Any combination equivalent to graduation from high school, supplemented by training or course work in accounting, bookkeeping or business office management. Three years of recent full-time highly responsible experience in fiscal record management and reporting involving manual, machine and computer accounting system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

[Return to top](#)

This page was last modified 02/26/2004