



Payroll Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
622	Non-exempt	5 - Paraprofessional	AFSCME	4	10-27-10	10--046	1 of 2

DEFINITION: Under close supervision, performs clerical and support functions for the accurate completion of payroll for all District employees.

REPORTS TO: The Controller, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Audits employee time and labor based on data submitted by the various District departments, Timekeepers, and clerical staff; and interacts with Timekeepers as required to verify data, and resolve discrepancies.
- Verifies the accuracy of pay-line data, and makes appropriate adjustments.
- Runs queries to validate data from the time and labor interface, verifies information, and updates databases and spreadsheets, as needed.
- Calculates final paycheck amounts for retiring or terminating employees; and processes monthly paychecks to retirees.
- Enters employees' exception time into appropriate databases, confirms data, and distributes exception time forms to Timekeepers and clerical staff.
- Analyzes data in order to determine retroactive pay adjustments.
- Enters wage levies and garnishment amounts into employee payroll deductions.
- Processes accounts payable checks (PYAP) for payroll deductions, child support, union dues, and garnishments.
- Responds to inquiries from employees regarding paycheck amounts, deductions, leave accruals, direct deposit, and other concerns.
- Maintains and updates computer based and paper files for retention of payroll.
- May participate in ad-hoc or ongoing payroll or accounting projects at the direction of the Payroll Manager, Controller, or Chief Financial Officer.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: One or more payroll and spreadsheet software programs at the intermediate level; current software for spreadsheets at the intermediate level of proficiency, current word processing software at the basic level of proficiency; basic principles and practices of payroll processing and accounting; and modern office practices and procedures.

Ability To: Quickly learn and proficiently use current and newly implemented software for payroll processing, spreadsheets, and word processing; read, understand, interpret, and apply provisions from multiple Collective Bargaining Agreements; analyze data from multiple sources, check for accuracy, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; communicate clearly both orally and in writing; learn, interpret, and apply pertinent government accounting and payroll regulations; and build and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to an Associate's degree from an accredited college with major coursework in accounting, business administration, or a closely related field.

Experience: Equivalent to one (1) year of recent and verifiable experience at the technical clerical level in a position in which the primary duties involved the processing of payroll. Additional years of experience may be substituted for required education on a year-for-year basis.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting, operating a personal computer, keyboards, and other peripheral equipment.

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