CLASS TITLE: PAYROLL/BENEFITS SPECIALIST

BASIC FUNCTION:
Under the direction of the Director of Business Services, plan, organize, direct, and participate in the payroll activities for both classified and certificated personnel. Perform a variety of accounting clerical duties related to payroll processing, employer-administered employee benefits, and warrant distribution; prepare and maintain a variety of records and reports.

REPRESENTATIVE DUTIES:
Plan, organize, direct, and participate in the payroll activities for classified and certificated personnel; process documents to update District payroll records including salaries effected by promotion, demotion, retirement, and sick and vacation usage; review reports for accuracy. 
Perform a variety of accounting clerical duties related to payroll processing, employer-administered employee benefits, and warrant distribution; review classified and certificated time cards to verify correct hours and days worked.

Grant, verify, post, and monitor sick leave and vacation usage into a computer from time cards; calculate leave time according to established procedures; process workers’ compensation claims. 
Calculate, process & post catastrophic leave.

Post employee time to employee records; input employees' time from worksheets into the computer.

Prepare packets of forms and review various policies and procedures with new employees; fingerprint new employees according to established procedures.

Review payroll information and compare with various reports received from Technology Services; process monthly, quarterly and annual tax and SUI reports; process leave accounting, health and welfare, employment history, TB tests, and seniority on a periodic basis.

Administer health insurance and other fringe benefits; plan, organize and conduct yearly open enrollment (including IRS Section 125 benefits); balance monthly bills and provide orientation to new employees regarding benefit plans and add eligible employees; update employees regarding changes to benefit policies and procedures and answer employee questions over the telephone or in person.

Conduct exit interviews with, and provide a variety of information to, terminating employees; communicate insurance information and assure required forms are completed properly.

Post and maintain records of employee deductions for credit unions, TSA’s, wage garnishments, deferred income and other programs; sort, distribute and mail checks to appropriate locations; assist employees with new enrollment and questions regarding deferred income programs.

Prepare and update files and add new employees to payroll; update current employee information.

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as necessary; review payroll information against various reports received from other departments; process and record any changes made to an employee's salary as directed. *E*

Prepare, process, file a variety of periodic records and reports, such as DMV records, leave accounting, health and welfare, employment history, voluntary deductions, insurance benefits, fingerprints and other related reports. *E*

Operate a variety of standard office equipment such as a computer terminal and related software, printer, calculator, typewriter, and fax machine. *E*

Complete employment verifications received by mail or by telephone; process and maintain files of employment contracts on employees. *E*

Develop salary schedule updates and communicate to VCOE personnel as needed. *E*

Assist in the collective bargaining process by providing detailed payroll budget and compensation related information in a variety of formats. *E*

Prepare, process and compile reports and related documentation and journal entries necessary to bill districts for one-on-one paraeducator services. *E*

Attend meetings, seminars and conferences related to the payroll function. *E*

Perform related duties as assigned. *E*

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Preparation and processing of payroll information.
Payroll policies and procedures.
Preparation, maintenance, verification and processing of payroll records.
Data processing applications to accounting and auditing functions.
Legal requirements, policies and regulations pertaining to payroll functions including provisions of the California Education Code, Internal Revenue Service and State Franchise Tax Board codes and forms.
Bargaining agreements, Board of Education policies and personnel rules, practices and procedures.
Automated payroll methods and procedures.
Data processing applications to accounting and auditing functions.
Employee benefit packages and insurance programs.
Operation of a computer terminal and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

**ABILITY TO:**

Plan, organize, and participate in the payroll activities for both classified and certificated personnel.
Implement and maintain an automated payroll accounting system.
Plan and perform complex and difficult payroll functions.
Review, audit and verify a variety of payroll documents and reports.
Perform a variety of accounting clerical duties related to payroll processing, employer-administered employee benefits, and warrant distribution.
Apply bookkeeping and financial record-keeping practices to the maintenance of assigned payroll records.
Monitor, adjust and reconcile payroll data.
Learn, apply and explain payroll and benefits policies, procedures, rules and regulations.
Meet schedules and time lines.
Prepare, verify, and process an assigned major payroll.
Compare numbers and detect errors efficiently.
Verify, balance and adjust accounts.
Operate office machines including a computer and applicable software.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Maintain records and prepare reports.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by course work in accounting or closely related field, and three years increasingly responsible accounting clerical experience, involving at least 3 years of payroll experience.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; may be required to work evenings or weekends; may be required to travel to other VCOE sites as needed.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Perform work which is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Sitting for extended periods of time;
Reaching overhead, above the shoulders and horizontally to file and retrieve records;
Dexterity of hands and fingers to operate a variety of office equipment;
Hearing and speaking to exchange information; and
Seeing to read and compare numerical figures.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.