

MONTEREY COUNTY OFFICE OF EDUCATION

Payroll Retirement Specialist

Classification: Classified
Salary Level: 39.5
Work Year: 12 Months

DEFINITION:

This individual is responsible for performing complex accounting support functions in the maintenance, reporting, and reconciliation of accounting records regarding employee retirement and payroll, providing specialized responsibilities in wage garnishment, tax deductions and retirement deductions. Interpretation and application of applicable laws, codes, regulations and rules governing retirement system and payroll deductions. Responsible for accurate, timely and proper processing of retirement data, retirement contributions, and employee payroll deductions.

SUPERVISOR:

Administrator, Business Services

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

- Provide responsible examinations of payroll transactions for school districts and resolves discrepancies.
- Solve problems without assistance, although unusual problems may be referred to the supervisor.
- Review, balance and prepare Federal and State tax reports.
- Prepares tax deposits.
- Process garnishments.
- Balance IRS Form W-2.
- Balance and post of payroll clearing accounts.
- Examine and maintain accurate retirement records of the Monterey County Office of Education, school districts, community colleges, charter schools, and joint powers authorities.
- Researches, counsels, provides routine and specialized information to, and answers inquiries from active employees and retirees on retirement system matters such as membership, eligibility services credit, separation, disability, refunds and report requirements.
- Interprets and applies a variety of complex laws, rules, and regulations regarding retirement systems, payroll tax reporting and garnishments.

- Prepare a variety of spreadsheets reconciling and balancing retirement contributions, payroll tax reporting, and variance reports to the general ledger.
- Prepare accounts payable, wire transfers and support documents for payroll deduction payments.
- Receive and process wage garnishments, research earnings records, verify employment status, notifying appropriate individuals and agencies of garnishments, and assisting employees and garnishing agencies.
- Prepares and electronically transfers employer and employee withholding and contributions to various agencies.
- Participates in, develops and conducts workshops and/or training for employees, management, districts, and others regarding retirement regulations, proper record keeping procedures, reporting requirements, implementation of new/changed laws, routine and/or specialized accounting and fiscal procedures related to payroll, providing information, resolving problems, and answering questions.
- Assists districts with classified and/or certificated payroll reporting, garnishment and payroll tax reporting, master file adjustment processing, third party sick pay processing, W-2 reconciliation, and APD reversals
- Prepares and conducts payroll pick-up at Business Services counter
- Reviews and processes automatic pay deposit rejects/reversals, payroll warrant cancellation, cancel/reissue of voluntary deduction warrants.
- Reconcile and prepare accounts payable request for Workers' Compensation, Apple Alternative Retirement System and GASB 45 Funds to participating entities; Performs related job duties as assigned.

OTHER DUTIES:

- Perform other related duties as assigned.
- Complies with the Monterey County Office of Education Board Policies and Administrative Regulations.

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district) and drive an auto-mobile; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equal to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, finance, economics, or business administration.
- Four (4) years of work experience in professional accounting and fiscal control work, preferably with school finance.

Knowledge of:

- General principles and procedures of accounting and financial record-keeping as related to retirement and employee deductions
- Laws, codes, rules, regulations, statutes, and guidelines related to employee retirement, payroll tax reporting, garnishments and payroll deductions

Skill and Ability to:

- Incumbents are expected to use effective communication, discretion, initiative, and problem solving skills to complete their assignments.
- Operate standard office machines including computer, typewriter and calculator with speed and accuracy
- Type at a speed of 35 words per minute from clear copy
- Read and interpret complex and technical reports, Federal and State laws, code requirements and procedures manuals
- Make arithmetical calculations with speed and accuracy, identifying and correcting errors in arithmetical calculation performed by others
- Determine steps or procedures to be used in a process
- Establish and maintain financial and accounting records
- Interpret and apply pertinent laws, rules and regulations
- Perform responsible accounting work using independent judgment and initiative
- Maintain records and prepare reports and summaries
- Communicate effectively both orally and in written form
- Understand and follow instructions without continuous supervision
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- File pertinent records alphabetically, numerically, chronologically and by subject
- Structure and use time effectively
- Willingness to perform routine and repetitive work to completion
- Attend meetings, conferences, classes and in-service training
- Train others in both a personal or group setting

LICENSES AND CERTIFICATIONS:

- Valid California driver license plus proof of car insurance.