

# MONTEREY COUNTY OFFICE OF EDUCATION

## Payroll Services Technician

**Classification:** Classified  
**Salary Level:** 37.5  
**Work Year:** 12 Months

### **DEFINITION:**

This individual is responsible for performing complex and technical accounting functions in the preparation, processing, distribution, maintenance and verification of payroll, employee attendance, and related records and reports for certificated and classified employees of the Monterey County Office of Education, small school districts, joint powers authority, and charter schools.

### **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:**

- Review and audit Employee Verification Forms (EVF) generated by Human Resources Technicians.
- Adjust, correct, and verify salary placement of employees and various payroll codes relating to retirement, bargaining unit, Social Security, Medicare, deferred pay, etc.
- Verify and maintain permanent employee hourly and/or daily rates.
- Organize, prepare, verify, and maintain payroll source documents for employees.
- Analyze and input monthly attendance reports submitted by the departments for employees.
- Review, verify days/hours worked.
- Maintain the absence tracking module of financial software.
- Tabulate and maintain balances of sick leave, vacation, personal necessity, personal observance, doctors' appointment, contract days, and adjusts salary as necessary.
- Prepare supplemental and manual payroll adjustments for other irregular or non-recurring payments.
- Calculate retroactive salary raises in accordance with bargaining unit agreements.
- Review and process hourly/daily timesheets and reports for accuracy and completeness.
- Calculate and record salary adjustments, overtime pay, and compensatory time as needed.
- Verify salary payments are posted to the proper budget codes.
- Coordinate and make highly complex calculations to arrive at the proper wage and sick leave and/or

vacation usage in conjunction with medical/FMLA leaves.

- Monitor medical leaves for limitations.
- Establish and set-up pay screens in financial software for extra duty, out-of-class, overtime, special compensation, retroactivity, prior period and vacation pay off, etc.
- Determine codes for retirement, payment plans, compensation and other rates of pay.
- Processes payroll for agencies, such as small school districts, charter schools, and joint powers authority agencies.
- Monitor limited-term and substitute employee assignments for PERS and STRS eligibility and ensures such assignments are within established policies.
- Monitor and pay/adjust for various bargaining unit stipulations including sick leave, vacation limits, docking, etc.
- Confers, assists, and serves as a resource to departments, outside agencies regarding payroll related items such as retirement, unemployment, and workers' compensation, etc.
- Provide payroll related information to programs for grant purposes.
- Assist in testing and implementing payroll system improvements.
- Provide in-service training for clerical employees on the accurate reporting of attendance for both attendance reporting and hourly/daily timesheets as required.
- Record third party sick pay, workers' compensation, and uniform allowance in the financial software.
- Prepare, sort maintain controls, and distribute payroll reports, warrants, automatic pay stubs to internal departments, school districts, community colleges, joint power authorities, and charter schools.
- Responsible for folding payroll warrants and automatic pay stubs for each payroll cycle.
- Electronically submits labor employee count to the Department of Labor; Performs all other related 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 or stand 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**

- Education equivalent to an Associate's degree from an accredited college or university with coursework in accounting, budgeting, business administration or a related field and three (3) years of experience in public accounting, finance, or fiscal record-keeping OR
- Education equivalent to a High School diploma and at least five (5) years of experience in general bookkeeping, accounting, and budgeting in school district or county office of education with college-level coursework in accounting or related field desirable.

### **Knowledge of:**

- General principles and procedures of accounting and financial record-keeping as related to fiscal/statistical record keeping.
- Laws, codes, rules, regulations, statutes, and guidelines related to payroll.

### **Skill and Ability to:**

- Operate standard office machines including computer and calculator with speed and accuracy.
- Type at a speed of 35 words per minute from clear copy.
- Make arithmetical calculations with speed and accuracy, identifying and correcting errors in arithmetical calculation performed by others.
- Interpret and apply pertinent laws, rules and regulations.
- Perform responsible accounting work using independent judgment and initiative with minimal supervision.
- Maintain, prepare and distribute reports and summaries.
- Communicate effectively both orally and in written form.
- Understand and follow both oral and written instructions.
- 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.
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties.
- Maintain advanced degree of accuracy, attention to detail, organizational skills, initiative, confidentiality, independent judgment.
- Focus on multiple tasks with stringent timelines.

### **DESIRABLE QUALIFICATION:**

- Certified Public Accountant (CPA) Certificate
- Masters in Business Administration (MBA)

### **LICENSES AND CERTIFICATIONS:**

- Valid California driver license plus proof of car insurance

**AVAILABLE STIPEND:**

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

Revised: December 1, 2011  
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