

Santa Clarita Valley Food Service Agency

Position Description

Position: Payroll & Human Resource Specialist	Position Number:
Department/Site: Office	FLSA: NE
Evaluated by: Director of Finance & Administration	Salary Grade: 122

Summary

Ensures the timely preparation and maintenance of payrolls. Maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing to general ledger.

Distinguishing Career Features

The Payroll & Human Resource Specialist represents the third and senior-most level in the Payroll accounting series. The Payroll & Human Resource Specialist requires a complete understanding of payroll systems and appropriate laws, regulations, and reporting requirements. The Payroll & Human Resource Specialist also requires the ability to integrate all aspects of the payroll, audit, and make payroll journal entries to general ledger adjustments.

Essential Duties and Responsibilities

- Coordinates and participates in the processing of all central plant and school site payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, and withholding taxes.
- Calculates pay data. Reconciles voluntary employee deductions and payments for payment to third party insurers.
- Interprets and explains a complete range of payroll policies to employees.
- Trains and performs quality reviews the work of other employees assigned to Payroll. Reviews work, answers questions and assists with the more complex computations.
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions; maintains current payroll records for all employees.
- Oversees and verifies balances on accounts such as tax-deferred annuities and retirement.
- Ensures accurate reporting of federal, state, and special payroll taxes and fund

contributions. Prepares retirement and withdrawal forms and reports for both certificated and classified pay systems.

- Reviews, processes, and monitors worker compensation claims. Forwards information and documents to outside agencies and providers.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Posts changes to employee records. Prepares annual total compensation statements for each employee showing income, benefits, and deductions.
- Analyzes and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each classified employee. Prepares a variety of reports.
- Provides information to employees concerning salaries, deductions, and general payroll policies.
- Oversees and verifies and processes payments to tax sheltered annuity and insurance companies and credit unions, and prepares periodic reports of disbursements.
- Responds to and sets up payroll adjustments for garnishments and other forms of salary reduction.
- Coordinates and participates in activities connected with the development and maintenance of automated payroll systems.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires a thorough knowledge of the laws, regulations, and procedures that govern payroll and payroll processing. Requires a working knowledge of accounting procedures used in general ledger record keeping. Requires in-depth knowledge of the Agency's financial and administrative systems, or of integrated, automated payroll, personnel systems in general. Requires working knowledge of computer-aided office productivity software and special accounting/payroll software using relational databases. Requires sufficient math skills to perform complex payroll calculations and conversions. Requires reading skill sufficient to read codes, regulations, and tax laws. Requires sufficient writing skills for reports and procedures. Requires sufficient human relations and language skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem resolution.

▪ **Abilities**

Requires the ability to perform all aspects of the position. Requires the ability to maintain accurate payroll records and prepare accurate tax returns. Requires the ability to learn and apply laws, codes governing payroll and retirement in California, as well as policies, procedures, and labor contracts used by the District. Must be able to prepare clear,

complete and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization. Requires the ability to learn the District's chart of accounts. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Requires the ability to use a range of personal computer software such as spreadsheets, word processing, and databases. Requires the ability to extract data from databases and import into formats that produce reports, check, and are remitted to other organizations. Requires the ability to ensure the confidentiality of private information.

- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

The position typically requires an Associates Degree in general business or accounting plus three years of experience in payroll processing and audit. Additional experience may substitute for higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.