



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94; 2/96;  
1/98; 5/01; 12/01; 07/02; 8/02; 12/02; 7/08; 6/15; 6/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Payroll Technician, Monthly Payroll (Odd Numbered Schools/Departments)	<b>JOB CODE:</b> 474A
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Payroll Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Payroll Accountant	<b>PAY GRADE:</b> Rank VIII (CT8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<p><b>PRIMARY FUNCTION:</b> Responsible for processing/analyzing all aspects of the monthly payroll for odd-numbered schools/departments including importing of records from Consolidated Time Management System time entry. Reviews Condition Management to correct any needed adjustments. Collaborates with other Payroll Technician (Monthly) in the finalization of creating monthly direct deposits and checks. Prepares, balances, and reconciles Retirement Manager deductions and prepares monthly wire transmission of funds to Retirement Manager. Researches and analyses discrepancies reported by Retirement Manager or employees for 403b, 457, or Roth deductions.</p>	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1-3 years Payroll/Bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced Excel skills ; advanced math aptitude

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Works with users of the Consolidated Time Management System regarding the reporting of payroll time and attendance data.
3.	Responsible for analyzing monthly pay records for odd numbered schools/departments
4.	Processes Personnel Action forms for salary adjustments and changes for applicable monthly employees; analyzes and sets up needed job salary records based on PA information.
5.	Reviews all paperwork from Benefits and Compensation and processes accordingly.
6.	Processes prior period TRS adjustments for applicable monthly employees; processes paperwork with TRS for retiring certified and classified employees.
7.	Responsible for control of leave accumulated and used for monthly employees.
8.	Maintains, reconciles, balances and submits wire transfer for payment to Retirement Manager for 403b, 457, and Roth employee deductions.
9.	Handles questions from employees paid monthly regarding gross pay, payroll deductions, leaves, etc.; reviews Condition Management to correct any needed adjustments.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_