



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 24-2023/24
DOCUMENT NO. 21-2023/24
DATED: 09/20/2023

PAYROLL SPECIALIST

DEPARTMENT/SITE: Fiscal Services

REPORTS TO: Business Manager or Chief
Financial Officer

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 38

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Business Manager, Supervisor of Payroll, or Chief Financial Officer, the Payroll Specialist processes all phases of payroll, responds to complex and unusual payroll problems and computational questions, ensures compliance with mandated requirements, and maintains confidential employee records. The incumbents in this classification provide the school community with payroll services, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class have significant responsibility in the payroll process, ensuring accurate and timely processing of employee payments. This class differs from the lower-level Accounting Technician IV class, which has more specialized accounting responsibility in a department or school, such as handling ASB funds at a high school or department financial activities. The class also differs from the higher-level Payroll Specialist–Lead, which provides leadership and support to lower-level payroll positions and handles the more complex payroll problems as the highest level, non-supervisory, position in payroll.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists auditors by providing supporting documentation and/or information.
- Assists with preparing reports (e.g., state labor reports, benefit, gross to net calculations) to provide written support and/or convey information.
- Compiles payroll information related to work assignments to provide required documentation and/or process information.
- Distributes payroll and other documents (e.g., sub-tracking, new/change forms, flyers).
- Informs other staff and/or outside parties regarding procedural requirements to process transactions.
- Maintains a variety of payroll information, files, and records to ensure the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g., leave time, work location) to ensure compliance with established financial, legal, and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops.
- Prepares written materials and electronic payroll information to document activities, provide references, convey information, and comply with established financial, legal, and/or administrative requirements.

- Processes payroll-related data (e.g., timesheets, withholding information) to update information, authorize timely payment, and/or comply with established payroll practices.
- Reconciles payroll account balances to maintain accurate account balances and comply with established guidelines.
- Researches and resolves discrepancies in payroll and/or benefit information and/or documentation (e.g., timesheets, leave time, benefit provider/s, withholding, and salary status) to ensure the accuracy of records, employee payments, and adherence to procedures prior to processing.
- Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, savings, contributions, direct deposits) to provide necessary information for making decisions, assist employees, take appropriate action, and/or comply with established fiscal guidelines.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Accounting and bookkeeping principles and practices
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Relevant software applications, including advanced spreadsheet applications
- Codes/laws/rules/regulations/policies related to accounting and payroll
- Personnel processes and practices

Skills and Abilities to:

- Apply district, state, and federal policies and regulations
- Read and understand complex, multi-step written and oral instructions
- Gather, collate, classify and/or analyze data
- Prepare and maintain written reports and accurate records
- Work with a wide diversity of individuals and diverse groups in a variety of circumstances
- Present information orally and in writing to others
- Problem solve with data and situations, identifying issues and creating action plans
- Meet deadlines and schedules and set priorities
- Work as part of a team
- Maintain confidentiality
- Show attention to detail
- Provide quality customer service
- Develop and maintain effective work relationships

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

Payroll Specialist

Updated: 09/20/23

Previous update: 10/19/22

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<p>MUSD BOARD APPROVED: October 24, 2023 MOTION NO. 39-2023/24 DOCUMENT NO. 144-2023/24</p>

EXPERIENCE REQUIRED:

Three (3) years of increasing responsibility in payroll, accounting, bookkeeping, or other areas as appropriate.

Equivalency - Twelve (12) units in college-level study in business administration, accounting, bookkeeping, and related fields, which require computer applications from an accredited college or university, can be substituted for one year of experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain the following:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling objects such as files and boxes of supplies, etc.
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen