

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2009
RANGE: 43.5
CLASSIFIED
CODE: NONE

EXTERNAL DISTRICT PAYROLL TECHNICIAN

DEFINITION

Under general supervision, to perform specialized payroll functions and general accounting, insurance, and clerical functions in maintaining financial and statistical records;

utilize manual and computer-assisted processes to perform difficult and technical auditing, monitoring and clerical functions;

and other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, insurance and other fiscally related information;

perform complex technical fiscal audit and management operations related to one or more specialized payroll functions;

assist in revision, formulation, and implementation of accounting and insurance record management systems and procedures;

prepare and verify the accuracy and completeness of financial transaction records and reports;

prepare accounting, insurance and payroll record analyses;

operate computer terminals, EDP peripherals, and other machines and equipment;

prepare system input data and analyze, verify, and reconcile output reports;

make complex arithmetical calculations and verify computations;

interpret and provide information regarding routine legal mandates, policies, regulations, and fiscally operational guidelines to school district and County office personnel and provide technical information to State and Federal agencies.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures of payroll record management and general accounting and bookkeeping functions;

operation of automated accounting record management, storage, and retrieval systems;

modern office practices, procedures, and techniques;

organization and planning methods, trends, techniques, and practices.

Ability to:

Perform complex and technical payroll functions and general accounting, budget control and insurance administration functions;

prepare, review and analyze payroll files, records, summaries, and reports;

perform accounting and bookkeeping analyses;

make complex arithmetical calculations and verify the results;

possess manual dexterity to effectively and efficiently operate computer terminals and other office machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of highly responsible experience in payroll record management and reporting, including three (3) years of accounting and bookkeeping experience.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in elementary accounting, business office organization and planning, or closely related fields.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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