

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED MARCH 2010
RANGE: 42.5
CLASSIFIED
CODE: NONE

RETIREMENT TECHNICIAN II

DEFINITION

Under the supervision of the director of District Accounting, the Retirement Technician II will perform payroll audits on district payrolls;

perform specialized retirement reconciliations and reports;

utilize manual and computer-assisted processes to perform complex and technical auditing, monitoring, and reporting;

perform other related work as required.

EXAMPLES OF DUTIES

Collect, reconcile, deposit, and report State Teacher's Retirement System (STRS) and Public Employee Retirement System (PERS) withholdings for local school districts;

investigate and audit prior years' STRS/PERS service credit as previously reported;

maintain payroll and retirement master files;

verify authenticity of retirement codes as reported on STRS/PERS report;

provide assistance to school staff in preparation of payrolls;

maintain records of employee buyback of STRS/PERS service credit;

acts as liaison between local school districts and STRS/PERS reporting agency;

act as lead to other staff members.

QUALIFICATIONS

Knowledge of:

Perform detailed accounting functions;

audit, review, and prepare financial reports, records, and related summaries;

skillfully operate personal computers and other business related equipment;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Ability to:

Lead and advise other accounting and payroll clerical personnel;

perform complex and technical accounting and auditing procedures and analyses.

Experience:

Three (3) years of highly responsible experience in accounting, payroll, or business office procedures;

extensive experience in the use of and the ability to decipher various software packages;

Education:

Education equivalent to the completion of the twelfth grade, supplemented by training or coursework in elementary accounting, payroll concepts, or closely related field.

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

12/10/15

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