

**METROPOLITAN EDUCATION DISTRICT**  
**Payroll Specialist**



<b>Location:</b>	<b>Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Fiscal Services Manager</b>
<b>Classification:</b>	<b>Classified; CSEA bargaining Unit</b>
<b>Date Approved:</b>	<b>1/17/90</b>
<b>Dates Revised:</b>	<b>06/11/97, 6/26/02, 6/13/07, 10/27/15, 8/17/16</b>
<b>Position Control:</b>	<b>#142233, Salary Schedule 2, Range 28, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under limited supervision of designated supervisor, performs financial record-keeping tasks involving preparation and maintenance of District payrolls and records; may oversee and direct the work of other payroll/clerical staff; performs related work as required.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Maintains and processes data; organizes, enters, maintains and monitors all payroll records for classified and certificated employees
- Maintains individual employee records for absences and work hours
- Audits time sheets; computes gross salaries, docks, vacation pay, overtime earnings, retroactive pay and legal judgments and garnishments
- Prepares warrant cancellation forms and posts to employee pay history records;
- Responds to payroll inquiries
- Assists District staff with personal payroll related matters, lost or stolen warrants and serves as a resource for payroll information
- Audits, corrects and prepares warrant authorizations for all employee and employer paid benefits
- Audits and makes all necessary adjustments and changes to employee pay history files from W-2 prelist
- Maintains all payroll master files, all employer payroll tax rates and Federal/State tax rates
- Sets-up annual payroll schedules and processes changes to employee benefits and updates rate schedules
- Audits, corrects and verifies various retirement reports
- Under supervision reads, interprets, and implements federal and state laws and legal directives as they relate to payroll
- Performs related work as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Accounting and payroll procedures and practices
- Current office procedures and practices
- Current payroll and accounting software programs

**Ability to:**

- Perform financial and statistical work
- Make computations quickly and accurately

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**EMPLOYMENT STANDARDS (continued):**

**Ability to:**

- Keyboard at 35 wpm
- Communicate clearly in oral and written form
- Work with a minimum of supervision
- Input and analyze data using an on-line computer system
- Operate office equipment including calculator and computer

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience/Training:**

- Three (3) years in financial or statistical record keeping, preferably in a school district or governmental accounting office
- Work in computerized accounting procedures is desirable

**Education and Credentials:**

- High school diploma or equivalent
- AA/AS degree in accounting/business is preferable
- College level courses in computerized accounting/payroll

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature