

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: PAYROLL SPECIALIST**

**BASIC FUNCTION:**

Under the direct supervision of the Director of Fiscal Services and the general supervision of the Assistant Superintendent of Business Services, perform specialized and technical payroll and fiscally related clerical functions in maintaining payroll, financial, employee-mandated benefit and statistical records utilizing manual and computer-assisted processes; to plan, organize and perform audit monitoring and lead technical functions; and to do other related work as required.

**ESSENTIAL DUTIES:**

- Initiates collaboration and communication with business services division members to provide consistent, excellent customer services and facilitates cross training to support office, especially as needed during the absence of other team members.
- Performs specialized, technical lead functions in assembling, tabulating, calculating, verifying and reconciling payroll, employee benefit and fiscally related information and data.
- Performs technical fiscal audit and management operations related to one or more specialized payroll control functions.
- Assists in the revision, formulation and implementation of improved payroll and fiscally related record management systems and procedures.
- Coordinates the classifying, posting, balancing, and verification of payroll and employee benefit records.
- Prepares payroll, employee benefit, and other fiscally related record analyses.
- Reviews, monitors, and verifies the accuracy and completeness of payroll transaction records and reports.
- Work effectively with vendors, other departments and school personnel including outside agencies.
- Participate in year-end procedures and liability reports, including accruals.
- Utilizes business software, and involved in continuous improvement process of staff development and product implementation.
- Prepares fiscal data management input material and analyzes, verifies, and reconciles system output reports.
- Makes complex arithmetical calculations and verifies the computations for completeness and accuracy.
- Prepares and assists in the preparation of required State and Federal reports including 1099s and 941s, as assigned.
- Distribute and balance duties periodically with focus on targeted tasks such as payroll and other related business functions as assigned by management.
- Performs a variety of technical tasks and provides a general understanding of business office functions during business hours by supporting and collaborating with the business office
- Maintains, processes, and reconciles a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PARs, direct deposits, W-4's, withholding information, involuntary contributions, worker's compensation, etc.)
- Maintains critical internal control functions to support strong fiscal responsibility.

- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.

**OTHER REPRESENTATIVE DUTIES:**

- May print accounts payable checks and registers.
- May match invoices and receiving documents to purchase orders.
- May perform accounts payable functions relating to supporting documentation to bids, contracts, legal agreements, leases and maintenance agreements.
- Participates in job-related or District trainings as required.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Methods, practices, and procedures pertaining to and educational organization, payroll, accounting, and fiscally related record management systems.
- Automated payroll record management, storage, and retrieval systems.
- Financial and payroll related report preparation and format.
- Legal mandates, policies, and operational guidelines pertaining to payroll and fiscally related matters.
- Organization and planning methods, trends, techniques, and practices.
- Basic Excel report preparation and formatting.

**Ability to:**

- Perform specialized, technical and lead payroll clerical functions.
- Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.
- Perform elementary accounting and payroll audit and analyses.
- Effectively and efficiently operate computer terminals and other business machines and equipment.
- Make complex arithmetical calculations with speed and accuracy and verify the results.
- Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships with students, staff, and public.
- Perform critical and analytical thinking.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Three years of increasingly responsible experience in accounting, fiscal record management and reporting, payroll or budget control record management and reporting, including one year in a lead capacity.

**Education:**

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

**Personal Qualities:**

- Independent worker
- Good organizational skills
- Maturity and good judgment

- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment.
- Moderate noise level.

**Physical Requirements:**

- Ability to frequently stand, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently bend at the waist, kneel or crouch to retrieve and file materials.
- Ability to sit for extended periods of time.
- Ability to frequently lift and move up to 15 pounds.
- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read, post and assure the accuracy of accounting records.
- Hearing and speaking to exchange information.
- Ability to climb stairs.

**Operation of Vehicles, Machinery and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned cross trained duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.