

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Business Services Technician II – Payroll

SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Payroll & Benefits Manager/Director of Fiscal Services, the Business Services Technician II – Payroll is responsible for performing a variety of complex and technical payroll, related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll, records and monitor data related to employees; and prepare payroll reports and other related reports. Requires independent judgment and problem-solving skills to be fully exercised in relation to specific area of responsibility.

SUPERVISOR:

This position reports directly to the Payroll & Benefits Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Prepare monthly, supplemental, and retroactive payrolls.
2. Responsible for reconciling gross pay, mandatory deductions, voluntary deductions, and retirement deductions.
3. Perform audits to assure that the District is in compliance with California Department of Education regulations and District contract and MOU's for each bargaining unit.
4. Responsible for maintaining all records connected with payroll and employee/employer deductions covering social security, income tax, voluntary deductions, etc.
5. Maintain detailed permanent records for vacation and sick days' balances for all contracted employees
6. Responsible for maintaining and processing garnishments to employees' wages.
7. Assist County Office in preparing, auditing and reporting State Teachers Retirement and Public Employees Retirement contributions on a monthly basis.
8. Reconcile monthly billings for all tax sheltered annuities, credit union deductions.
9. Create and prepare spreadsheets to assist with financial analysis.
10. Interpret and explain payroll policies to employees.
11. Organize, prepare and maintain comprehensive payroll data and payment records in accord with District, County, and State guidelines.
12. Prepare, organize, and reconcile accounting and budget records and reports.
13. Prepare, reconcile, and process, State and Federal reports as required.
14. Maintain file and record system.
15. Assist other business office staff.
16. Act as information source and trains or assists in training regarding specialized financial operations within assigned area(s) of responsibility.
17. Other duties as assigned.

KNOWLEDGE OF:

- Knowledge of methods, practices and procedures pertaining to financial record management systems, legal mandates, district policies and regulations pertaining to accounting record management
- Relevant State and Federal laws, regulations and procedures
- Complex and technical accounting and clerical functions using manual as well as computer-based accounting systems and procedures
- Accounting and computer terminology
- Computer applications, particularly spreadsheet and database

ABILITY TO:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of accounting and budgeting activities
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform complex calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports and analyze data
- Learn the Standardized Account Code Structure (SACS) of the District

EDUCATION:

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Three years of increasingly responsible technical accounting experience, preferably in payroll processing.

CERTIFICATES, LICENSE, REGISTRATION:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: August 2, 2006
Revised: October 24, 2013
Revised: November 6, 2013
Revised: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.