

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Technician, Payroll**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Payroll Manager**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 5**
 Work Year: **12 months
261 days**

SUMMARY: Responsible for the support and verification of a timely payroll for all District employees. Maintain employees leave accrual balances.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to inquiries from district personnel regarding complex payroll matters. Follow procedures and precedents, make appropriate decisions.	D	28%
2. Train and support the District time keepers who submit payroll records. Respond to questions regarding entries made to time keeping system.	D	15%
3. Maintain changes and corrections to employee tax withholding; Tax Shelter Savings Plans and direct deposits. Work with employees when direct deposits are returned.	D	15%
4. Complete and submit various forms related to payroll records including PERA six-month salary reports, PERA refund requests, verification of employment, and other PERA inquiries.	D	5%
5. Back up payroll manager and payroll specialist.	D	2%
6. Download, balance and correct time sheets. Check and make appropriate changes when needed to position codes, sub teacher hours and dates worked along with leave descriptions.	W	15%
7. Perform final review of payroll data related to salary, blended overtime rate, pay docks, and enter corrections.	M	10%
8. Input event timesheets and summer school hours for teachers, custodian and summer crew.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and a year of additional education or equivalent training required
- More than four years of experience in general office occupations and computer experience or more than 3 years of experience in payroll.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Advanced math and accounting skills.
- Advanced personal computer, keyboarding, and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Payroll Manager	320

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the district by serving as a general source of information for staff and teachers regarding payroll and leave balances.

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.