

Alameda County Office of Education

JOB TITLE: Payroll Analyst/Accountant (Range 19 CSEA)

JOB SUMMARY :

Performs payroll processing, accounting and administration for ACOE, small school districts and charter schools; provides technical assistance in finance, accounting and other business matters to school districts and County Office of Education staff; performs audits of records and expenditures in compliance of GAAP, Federal and State laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates, processes, and approves the payroll for ACOE, small school districts, and charter schools; identifies discrepancies, makes adjustments, and resolves problems.

Ensures payroll compliance with retirement rules, state and federal regulations, education and labor code, policies and procedures related to district payroll reporting and processing.

Provides technical assistance and training to school district, charter school, and County Office business office and administrative personnel on payroll and accounting.

Participates in creation and update of operating, instruction, and procedures manuals.

Reviews County Office Independent Audit Reports for noncompliance items.

Establishes procedures for and ensures timely and accurate payments of payroll taxes and government reporting.

Confers with County Office, school district, and charter school staff on payroll processing, systems, and procedures.

Prepares and files payroll taxes, unemployment insurance, retirement and other similar reports in a timely manner.

Analyzes and reconciles payroll and fiscal transactions and records.

Monitors automated payroll system.

Approves and transmits payroll direct deposits and payroll taxes on line.

Analyzes collective bargaining agreements for proper allocation of pay and leave allowances.

Reconciles and prepares tax forms.

Participates in in-service training workshops.

Establishes and maintains accounting and payroll records in accordance with regulations; maintains data bases and data files.

Serves as backup for countywide retirement processing and other accounting functions as necessary.

Performs related duties as required.

QUALIFICATIONS 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.

ABILITY TO

- Understand and apply accounting and payroll rules and regulations.
- Process financial and payroll reports properly.
- Establish and maintain required accounting and payroll files.
- Operate computer and systems to process accounting and payroll and maintain data base files.
- Read, understand, and apply manuals and technical procedures for accounting and payroll processing.
- Prioritize and schedule work.
- Explain and enforce polices and regulations.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish and maintain effective relationships.
- Compose correspondence.
- Prepare and maintain records and files.
- Perform research, compile data, and prepare reports.
- Perform math calculations quickly, accurately.
- Respond tactfully to employees upset over apparent errors.

KNOWLEDGE OF

- Payroll processing, accounting, and administration.
- Federal, state, and local codes, laws, and regulations.
- Applications of computers, software, and data processing to accounting and payroll.
- Accounting principles and procedures.
- STRS and PERS regulations.
- Payroll standards and policies.
- Bargaining agreements.
- Interpersonal skills.
- Oral and written communication.
- Correct written and spoken English.
- Department operations and policies.

EDUCATION and/or EXPERIENCE

Associate's degree in accounting or equivalent; three years related experience with increasing responsibility in payroll, accounting, and administration; or equivalent combination of education and experience. Experience working in school district or county office of education preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and interpret documents such as regulations and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts as required for accounting and payroll.

REASONING ABILITY

Ability to apply accounting and payroll knowledge to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS 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 use hands to finger, handle, or feel. The employee frequently is required to sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved By: Personnel Commission
Approved Date: February 19, 2009