

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: PAYROLL TECHNICIAN AND OFFICE ASSISTANT, BUSINESS SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services; will perform a variety of payroll, purchasing, financial accounting and clerical duties in support of the Business Services Department.

### **REPRESENTATIVE DUTIES:**

- Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; calculate a variety of payroll-related data.
- Process hourly and salaried payroll as assigned; receive and audit employee timesheets and related documents; input, code and adjust timesheet information including deductions and contributions into an assigned computer system.
- Serve as technical resource to employees concerning employee payroll functions; respond to inquiries and provide technical information.
- Receive, review, verify and process employee attendance/absences in accordance with District practices, policies, and procedures.
- Assist the Business Services and Purchasing Supervisor in processing various contracts, to include receiving, reviewing, preparing, and filing; ensure compliance with applicable contractual agreements such as insurance requirements.
- Assist with the processing of accounts payable invoices and commercial warrants; ensure proper documentation, approval and record keeping procedures.
- Answer phones, take and relay messages; greet and monitor visitors; open, sort and route mail and other communications.
- Provide business-related information to parents, staff and the public; explain and enforce District and school policies and procedures.
- Communicate with a variety of school site and district personnel and administrators regarding Business Services operations, activities, policies and procedures.
- Maintain confidentiality of materials and information
- Assist with operation and maintenance of office machines including photocopiers, fax machines, computers and audio-visual equipment.
- Operate a computer with knowledge of specific software programs such as Microsoft Office; operate a telephone, photocopier, calculator and other office equipment as assigned.
- Maintain and update department files including, but not limited to, vendors, contracts, purchase orders, and accounts payable.
- Perform a variety of office functions and activities in support of the Business Services Department; clerical tasks as assigned, including preparing correspondence on a variety of issues, schedule appointments and make referrals as appropriate.
- Support Business Services staff and programs and perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic practices, policies and procedures for assigned position.
- Operation of a computer and assigned software, including Microsoft Office
- PeopleSoft system applications (desired)
- Modern office practices, procedures and equipment
- Record-keeping techniques, filing and information management systems
- Basic budget and accounting procedures
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and programs
- Applicable sections of the State Education Code and other applicable laws

### **ABILITY TO:**

- Perform a variety of clerical and financial accounting duties in support of business office operations
- Understand and follow accurately oral and written directions
- Communicate effectively orally and in writing with parents, staff, administrators, and members of the public
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain well-organized records and prepare reports
- Complete assigned tasks with frequent interruptions
- Establish and maintain cooperative and effective working relationships with others
- Type at 45 words per minute from clear copy
- Meet schedules and deadlines
- Prioritize tasks and effectively schedule work
- Operate a computer and a variety of office machines and equipment
- Work independently with minimal direct supervision
- Compose correspondence independently

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two years of increasingly responsible payroll, clerical and secretarial experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Busy office environment with frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Sitting for extended periods of time
- Lifting and transporting items weighing up to twenty-five pounds

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 24.