

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Payroll Technician	
<i>Supervisor:</i> Payroll Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 9

**Job Summary**

Performs a wide variety of support for the payroll department with specific responsibility for processing all phases of payroll; responds to complex and unusual payroll problems and computational questions, seeking supervisor input as needed; ensures compliance with mandated requirements; and maintains confidential employee records.

**Essential Job Functions**

Provides timely and accurate bi-weekly and other payroll payments to employees. Processes, reviews, and resolves errors related to electronic time entry batches in accordance with union contracts and applicable labor law.

Submits payments of funds to proper agencies of state and federal withholdings, employee benefits, and voluntary deductions, including union dues, garnishments, child support, deferred compensation, supplemental insurance, and health insurance.

Reconciles payroll's biweekly, monthly, quarterly and annual liabilities. Researches and prepares journal entries, prepares recodes and corrects errors.

Assists in compiling data for various federal and state compliance reports including IRS (941 and W-2), worker's compensation, unemployment, and PERS/TRS reporting for verification of service.

Explains payroll policies and procedures to employees following the negotiated agreements and School Board policies. Acts as liaison between departments, schools and commercial agencies to maintain good working relations.

Processes new hires including setting up taxes, deductions, leave adjustments, auto deposits in the district's financial ERP (enterprise resource planning) system, and creating employee files.

Maintains a variety of payroll information, files and records, for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, calculating machine, printer, scanner and other standard office equipment.

### **Independent Decisions**

Must make independent decisions in support of departmental objectives, methods of achieving those objectives, and the specific needs of employees, verifying the course of action with supervisor as needed. Must protect confidentiality of employee information and records.

### **Primary Working Contacts**

Position involves frequent communication with school users, including teachers, staff, and others, in various forms such as email, in-person, telephone. Frequent interaction with a diverse and varied group of employees is required to perform payroll support functions. May need to travel to schools or other offices and buildings for meetings and events.

### **Responsibility for Cash, Equipment, Safety**

None.

### **Supervision Received and Exercised**

None given; works under the supervision of the payroll manager.

### **Unusual Working Conditions**

During the peak demand periods of August and May, may be expected to work overtime.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Three (3) years of basic accounting or payroll experience required or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
3. Basic math knowledge required to perform calculations using fractions, percentages, and/or ratios.
4. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control, payroll related accounting practices, labor contracts and their impact on payroll, and basic understanding of state and federal labor laws.

5. Strong verbal and written communication skills in English, to include excellent attention to detail and accuracy.
6. Strong financial and statistical record keeping, filing, electronic document filing and retrieval skills.
7. Excellent computer and office equipment skills to include software programs and email.
8. Strong interpersonal skills required to include tact, discretion and courtesy in dealing with sensitive situations and upset employees.
9. Ability to understand, interpret, apply and reach sound decisions in accordance with applicable rules, regulations and department procedures.
10. Ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
11. Ability to process a high volume of work accurately and efficiently.

The following are strongly preferred:

1. Completion of college level accounting coursework.
2. Fundamental Payroll Certification or Certified Payroll Professional credentials from the American Payroll Association.
3. Experience using an automated accounting/payroll system, including troubleshooting.
4. Experience with integrated time and attendance systems, including electronic time clocks.
5. Payroll experience with a governmental or medium to large sized entity.

#### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**