



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **PAYROLL SUPPORT SPECIALIST**

### **JOB SUMMARY**

Under direction the Director Fiscal Services to perform varied and increasingly responsible involved fiscal transactions such as accounts payable, payroll, budget, and receivable, records and reports; perform essential job duties and responsibilities and do other related work as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal and related data;
- Audit and adjust source documents, budget appropriations and similar statistical data;
- Check and code data according to prescribed procedures;
- Assist with the preparation of regular and special fiscal and tax reports;
- Assist with the preparation of the budget; make mathematical computations; file documents, reports and records; answer questions and provide information;
- Organize, prepare, and maintain all payroll record information for classified and certificated personnel, prepares payroll input data for county processing and receives county printouts;
- Check printouts and advises county of amendments, changes or corrections;
- Receive and process appropriate documents authorizing employment or termination, changes of status, tax, and insurance deductions, leaves and overtime;
- Maintain central records on attendance, leaves, comp time, seniority hours, and deductions;
- Process and distribute payroll warrants and W-2 forms;
- Use a variety of office machines and computers including the use of a calculator and computer;
- Perform other related work as may be required.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Methods and practices of financial record keeping;
- Budget and principles of accounting;
- Modern office methods and procedures;
- Basic mathematical, ledger, statistical procedures;
- Filing and office clerical activities;
- Operation of calculator, computers, and other standard office equipment.

##### **Ability to:**

- Perform financial clerical work of above average difficulty;
- Make arithmetical calculations with speed and accuracy;
- Organize tasks, set priorities and meet deadlines;
- Manage multiple task;
- Make independent decisions;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Requires ability to use "ten-key" by touch;
- Learn and utilize new and current technologies;
- Operate office equipment such as calculators, computers and typewriter;
- Interpret and resolve problems occurring in the natural flow of work;
- Audit and tabulate, balance, reconcile and extend data;
- Understand and carry out oral and written direction;
- Establish and maintain effective working relationships with those contacted in the course of work.

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(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** Four (4) years of increasingly responsible experience in office clerical work involving increasingly responsible experience in account, financial, or statistical records maintenance.

**REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential duties and responsibilities of the position.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** District office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position

Range 40

February 2015