

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: PAYROLL ANALYST**

**JOB GOAL:** To work independently under limited supervision to perform difficult and complex payroll, auditing and technical work for the District including preparing, monitoring, reconciling, budgeting and maintaining payroll records. Provides expertise, information, and assistance in all matters related to payroll functions of the District.

**QUALIFICATIONS**

Knowledge of:

1. Organization and direction of District payroll operations, activities, policies and objectives.
2. Advanced payroll functions of an educational organization.
3. Practices of accounting, budget and fiscal planning.
4. Bargaining unit contracts and negotiation techniques.
5. Correct English usage, spelling, grammar and accounting/payroll terminology.
6. Data processing equipment, to include a working knowledge of applications software, hardware specifications and training requirements.
7. Effective public speaking techniques.
8. Interpersonal skills using tact, patience and courtesy.
9. Ledger, statistical and record-keeping procedures.
10. Oral and written communication skills.
11. Safety rules and regulations for this position.
12. School district audit guidelines and procedures.
13. School district payroll methods and processes.
14. Standardized Account Code Structure and other relevant laws and regulations.
15. State and district laws, policies, rules and regulations pertaining to payroll accounting and record keeping requirements and standards.
16. Automated and manual timecard accounting.

Ability to:

1. Assist in monitoring and follow-up of District audit findings.
2. Plan, supervise and provide feedback regarding payroll technician workflow and other related fields.
3. Be a productive and active team member.
4. Communicate clearly and effectively in both oral and written forms.
5. Develop and implement effective policies, systems, procedures and practices related to payroll.
6. Establish and maintain effective work relationships with those contacted in the performance of required duties.
7. Establish effective processes and procedures to improve compliance with federal and state audit guidelines.
8. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
9. Handle all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.
10. Interpret and apply laws, rules and standards.

Ability to (continued)

11. Maintain records and prepare reports.
12. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
13. Prepare accurate financial summaries, projections, reports and correspondence independently without immediate supervision.
14. Provide technical information and assistance to others concerning payroll transactions.
15. Provide work direction and guidance to other employees.
16. Receive and give information over the telephone or in person in a courteous manner.
17. Understand and carry out oral and written instructions, policies and procedures.
18. Utilize skills in computers using spreadsheets, databases, word processing and mainframe access.
19. Work successfully with diverse groups of people.
20. Work tactfully and effectively with administrators, employees and the public.

Training and Experience:

1. Two (2) years of college accounting courses required, including courses in accounting or similar subjects.
2. Bachelor's Degree and/or Accounting Certificate desirable.
3. Two (2) years of successful experience in accounting, financial, payroll or statistical records management, preferably with a majority of experience within a school district setting; any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. Management experience preferred.
5. A good work history demonstrating reliability and good attendance.

### **SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**REPORTS TO:** Payroll Coordinator or designee

### **ESSENTIAL FUNCTIONS**

1. Assist the Payroll Coordinator with oversight and organization of payroll operations and activities to assure District employees are paid in an accurate and timely manner, within established timelines.
2. Assist the coordinator with reviewing information for accuracy, identifying discrepancies, making corrections and resolving problems as necessary.
3. Provide technical expertise to payroll department staff to ensure compliance with federal and state laws.
4. Plan and supervise the calculation of wages, overtime, and deductions by payroll technicians and provide feedback regarding payroll technician workflow and other related fields.

**ESSENTIAL FUNCTIONS** (continued)

5. Conducts research and prepares special studies as requested.
6. Assist the Payroll Coordinator with training department personnel as appropriate.
7. Develops, analyzes, compiles, edits and approves a variety of payroll reports for county and state agencies, freedom of information requests and special projects.
8. Assists with internal auditing of District, site and department payroll records.
9. Cooperates with the District's external auditors and helps facilitate access to District records.
10. Assists the Payroll Coordinator with the development and maintenance of written procedures and internal control practices.
11. Follows District policies and procedures.
12. Knows and understands the Mission and Core Values of the District.
13. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
14. Participates in District in-service training as required.
15. Presents and maintains a pleasant appearance and demeanor.
16. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
17. Uses and understands complex financial software such as the District Financial System.
18. Knows and understands the Standardized Account Code Structure (SACS).
19. Verifies accuracy of computer-generated reports; adjusts/corrects information as needed.
20. Perform other duties as assigned.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

**OTHER FUNCTIONS**

1. Obtains and provides payroll data for county, District and site departments as assigned.
2. Searches records and files to prepare reports and summaries.
3. Plans, prepares and conducts in-service trainings as required.
4. Provides training and feedback to Payroll Technicians under the supervision of the Payroll Coordinator.
5. Provides support to the Fiscal Services Department as needed.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk up to four (4) hours per day.
5. Able to squat, twist, stoop, kneel and bend up to four (4) hours per day.
6. Able to sit for up to eight (8) hours per day.
7. Able to climb slopes, stairs, steps, ramps and ladders.
8. Able to lift and/or carry up to ten (10) pounds up to four (4) hours per day and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to one (1) hour per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.

**PHYSICAL ABILITIES** (continued)

- 12. Able to exhibit full range of motion for elbow flexion and extension.
- 13. Able to exhibit full range of motion for shoulder extension and flexion.
- 14. Able to exhibit full range of motion for back lateral flexion.
- 15. Able to exhibit full range of motion for hip flexion and extension.
- 16. Able to exhibit full range of motion for knee flexion.
- 17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
- 18. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with the Board of Education policies and provisions of professional personnel. The evaluation will be given by the Payroll Coordinator.

Approved by: Board of Education Date: April 14, 2022

**MURRIETA VALLEY UNIFIED SCHOOL  
DISTRICT IS A TOBACCO-FREE, DRUG-FREE  
WORKPLACE AND AN EQUAL OPPORTUNITY  
EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.