

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

JOB CLASS CODE:	9858	WORK YEAR:	12 months
DEPARTMENT:	Employee Compensation	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Manager II, Employee Compensation	HR APPROVAL: CABINET APPROVAL:	11-30-22 10-31-22

BASIC FUNCTION:

Under general supervision, performs a variety of complex payroll and accounting functions in the preparation, processing, maintenance, verification and reconciliation of employee leave information, retirement, tax payments, payroll/benefit records and payment of

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principle job elements.)

Performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, tax payments, and benefit calculations. **E**

Collects, analyzes, updates, and reconciles payroll an..467 0 0.7 t5 (C)Tj -0.011 Tc 0.011 Tw 0.652 0 Td [(onf)-4(i)-4.8(r)-4.1

Assists payroll personnel in interpreting, and applying payroll, tax, retirement, and benefit laws, rules, regulations, bargaining unit contracts, policies and procedures; provides training and support to district sites and departments on payroll matters; answers inquiries from internal and external clients, resolves problems, and recommends solutions. **E**

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- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition. Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Analyze and interpret complex payroll records, summaries, and reports.
- Reconcile differences within established payroll, benefit, retirement, and accounting systems using critical analysis skills.
- Interpret, explain, and comply with negotiated contracts, prescribed laws, rules, regulations, and procedures.
- Monitor, audit, reconcile, and balance a variety of data and transactions.
- Identify and correct errors; operate a variety of standard office equipment.
- Set up and maintain database files.
- Create spreadsheets and other related forms, reports, and documents.
- Use independent judgment to maintain statistical records.
- Communicate effectively in both oral and written form.
- Follow detailed directions.
- Set priorities and organize work to meet strict deadlines.
- Coordinate a variety of projects simultaneously.
- Work independently and as a team member.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Train and coordinate the work of other staff assigned to the department.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.