

## TECHNICIAN LEAD-PAYROLL

### DEFINITION:

Under the supervision of the Supervisor - Payroll, leads and participates in a variety of complex financial clerical activities involved in the processing of payroll; trains and provides work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads and participates in the organization and maintenance of payroll record information for classified and certificated personnel, including full-time, part-time and overtime.
- Evaluates and update regularly payroll department practice and procedures
- Serves as a technical resource for district and school site staff in the area of payroll procedures
- Resolves technical payroll and payroll accounting issues
- Receives basic payroll data from county data processing and checks the established basic records.
- Reconciles and pays all voluntary deductions.
- Receives proper forms from human resources, and individuals authorizing payroll actions, such as, employment and termination, change of status, tax and insurance deductions, leaves without pay and overtime.
- Correlates and records information on payroll records, and reports change-only information to county for data processing payroll.
- Trains and provides work direction to assigned personnel.
- Reviews and checks the work of personnel.
- Maintains accurate files and records on health, disability, other insurance, and other deductions.
- Distributes payroll warrants and W-2 forms and answers payroll and deduction questions from employees.
- Prepares specialized and regular payroll reports.

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