

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: CLERICAL
TITLE: PAYROLL TECHNICIAN
CALENDAR: [PAYROLL TECHNICIAN](#)
SALARY: [GRADE 13](#)

Job Goal:

Assist in the preparation and processing of payroll for the district and to perform related duties

Minimum Qualifications:

- High school diploma or equivalent including appropriate business courses
- Two or more years experience demonstrating competency
- Ability to use standard office equipment with speed and accuracy
- Good computational skills
- Ability to work with computerized system
- Knowledge of IRS payroll rules and regulations
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Computes, codes, extends, verifies and checks payroll data for all school district employees
- Traces errors and make adjustments to correct amount
- Makes arithmetic calculations of payroll earnings, deductions and posts to record
- Makes journal entries when required on code changes
- Maintains and updates a variety of files and records
- Places and receives telephone calls relating to payroll and gives appropriate information
- Operates general office equipment including computer terminal
- Prepares and types a variety of reports and records relating to payroll
- Computes payroll from time sheets
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction),

focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.