



ACCOUNTANT - Payroll

THE POSITION

Under direction of the Director of Administrator, this position is responsible for Payroll and Worker's Compensation and other miscellaneous accounting and business matters.

EXAMPLE OF DUTIES

The payroll position: audits, compiles, reconciles and inputs all employee payroll information; prepares check registers for Board approval and distributes checks; maintains all payroll records including accrued annual leave; manual checks, prepares various reports and ensures District compliance with W-2 reporting, CalPERS retirement and insurance systems, and all state and federal requirements; reports employee injuries in accordance with workers compensation guidelines, tracks and follows up on WC cases, and prepares quarterly reports to include safety and wage reports; reconciles and processes health care, dental and life insurance payments. Maintains compliance with PT sick leave, processes employee reimbursements, prepares CAPRI payroll report, assists with the filing of the State Controller's report, processes and calculates withholdings, assists with District employee events and other related tasks as needed.

EMPLOYMENT STANDARDS

Graduation from high school and an Associate's Degree in a related field, valid California driver's license, and two years relevant experience required. Applicant should also possess a good working knowledge of general accounting methods and procedures and be proficient with spreadsheet and word processing programs. Desirable qualifications include applicable college level course work, typing speed of 40 wpm, organizational skills, ability to work with minimal supervision and ability to operate standard office machines.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs, and occasional bending, kneeling or squatting and reaching overhead and it is expected that lifting will be limited to less than 20 pounds. Position requires the operation of computer, printer, postage meter, xerox, and adding machine.