

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PAYROLL/RETIREMENT AUDITOR**

#### **BASIC FUNCTION:**

Under the direction of the Manager, Payroll-Districts, audit and reconcile district STRS, PERS and payroll reports; provide support to districts regarding proper coding and reporting for payroll and retirement purposes; serve as a technical resource to school district personnel and provide support and assistance.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Audit and reconcile STRS and PERS monthly retirement and payroll reports submitted by districts; resolve problems and discrepancies related to payroll and retirement including exception reports; analyze qualification reports and distribute to districts.

Serve as a technical resource to school district personnel; provide assistance and support to school district personnel and internal staff; respond to questions and explain processes, procedures and timelines as needed; communicate with districts to resolve reporting errors regarding contract calculations, pay rates, retirement codes and payroll reporting.

Process various payroll warrants, checks and adjustments such as cancelled warrants, emergency warrants, handwritten warrants, stop payments, FICA and Medicare adjustments, and retirement adjustments, and vendor payments; audit cancelled warrant register according to established timelines as assigned.

Balance, reconcile and transmit FICA, Medicare, State, Federal and State Disability Insurance payroll taxes according to established procedures as required; sort and file monthly taxes and receipts.

Prepare and maintain a variety of payroll and statistical records and reports related to assigned activities including quarterly payroll tax returns, payroll tax spreadsheets, reconciliation report and others as assigned; maintain and update procedures manual, various fiscal information, confidential files and records for audit trail and compliance purposes.

Sort and distribute payroll registers to districts; sort and distribute STRS/PERS posting reports and various payroll reports to districts; process and distribute payroll checks to districts.

Maintain automated employee records in areas related to new membership, terminations, death, retirements, member/non-member status and related employee data on appropriate computer system.

Operate a computer and assigned software; operate standard office equipment.

Communicate with various departments and outside organizations to resolve issues and concerns,

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coordinate activities and exchange information.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Preparation and processing of payroll and retirement information.

Payroll policies, objectives and procedures of the County Office and school districts.

Tax withholding, voluntary deductions, garnishments and supplemental insurance.

STRS and PERS regulations.

Audit preparation, maintenance, verification and processing of payroll records and reports.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

**ABILITY TO:**

Audit and reconcile district STRS, PERS and payroll reports.

Compile information and prepare and maintain various records and reports for STRS and PERS retirement systems.

Serve as a technical resource to personnel concerning assigned payroll and retirement issues.

Assure schedules and timelines are met.

Prepare and maintain a variety of automated and manual records, files and reports.

Interpret, apply and explain policies, procedures, rules and regulations.

Understand and follow oral and written instructions.

Work confidentially with discretion.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Type or input data at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and three years payroll accounting experience.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.