

## HILLSBOROUGH CITY SCHOOL DISTRICT

### Payroll Accounting Technician

General Description: Performs a variety of highly responsible and complex technical/support duties in the processing and maintenance of payroll and related items affecting employees' pay (i.e. taxes, health benefits, deductions) while maintaining confidentiality.

#### Essential Functions

Maintain payroll module in the financial system. Meet schedules and time lines.  
Organize, calculate, input and balance monthly payroll (salary and benefits).  
Establish and monitor payroll files.

Process and maintain employee participation in tax sheltered annuities and deferred compensation plans; prepare request for payment to vendors.

Maintain and process workers' compensation and state disability reporting.

Verify and process employee enrollment for dental, health, vision and other benefit coverage; prepare request for payment to vendors.

Maintain and process health benefit allowance for retirees.

Communicate to District employees any payroll deductions that impact salary.

Act as resource person to the County Office of Education and outside agencies regarding District payroll transactions.

Act as district liaison for workers' compensation, state disability insurance, and health benefit vendors.

Maintain and monitor employee sick leave and vacation days.

Prepare various State and Federal reports as necessary.

Prepare journal entries as necessary.

Communicate effectively both orally and in writing.

Possess interpersonal skills that demonstrates tact, patience and courtesy.

Establish and maintain cooperative and effective working relationships with others; work independently with minimal supervision as well as collaboratively as a team.

Other duties as assigned.

### Tools/Equipment

Computer, typewriter, calculator, telephone, microfiche, copier, office equipment.

### Physical Demands

The functions of this job require continuous sitting, reaching, bending, and stretching. The use of office machines require manipulation and dexterity of fingers, wrists, and hands.

### Hearing, Vision/Speech and Language Processing

Hearing is important, but vision clarity and focus are imperative. The job requires auditory and visual comprehension and verbal communication skills. Short term and long term memory skills are frequently utilized. Reading, writing and phone skills are important.

### Human Relations Characteristics

Although many of the tasks are done independently, the nature of payroll is interactive, so the person needs to have effective articulation skills and be willing to deal with the staff and the public.

### Environmental conditions

This is an indoor job in a climatically controlled environment. No hazards, vibrations or atmospheric pollutants exist.

### Temperaments

Many tasks are performed alone. There is repetitive work involved. There is a need to perform a variety of duties. Must be able to manage time to meet deadlines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the above stated essential functions.