

CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCE SPECIALIST - PAYROLL & BENEFITS

DEFINITION:

Under direction of the Finance Manager, performs a variety of accounting, payroll/benefits, and financial duties in accordance with District policies and procedures. Performs responsible and complex payroll computational accounting and clerical work in preparation of payroll; assists and advises in the formulation, installation and revision of payroll record keeping procedures; Verifies the accuracy of journal and ledger postings and makes adjusting entries when necessary; keeps and maintains a variety of records, journals, ledgers and reports. Prepares and/or audit bank reconciliations; process related journal entries and performs related work as required.

This is a position within the SEIU employee group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of computerized accounting duties including but not limited to payroll and benefits programs including retirement and health.
- Prepare and process regular and supplemental payroll for all employee groups; performs complex payroll calculations; audits personnel action forms (PAFs) and records changes; Prepares vacation and sick leave notices; maintains employee vacation and sick leave accruals in a spreadsheet; audits, corrects and balances payroll and a variety of reports.
- Generate computer reports necessary to verify data entered, calculate withholdings; prepare third party payments and respond to all questions regarding payroll.
- Compiles data, calculates complex retroactive salaries per negotiated contracts; determines, analyzes, and adjusts annual retirement contributions and coding; implements and balances data to produce retroactive warrants in addition to normal payroll production.
- Calculates garnishments in accordance with regulations; processes deductions and disburse payment bi-weekly, verifies and enters voluntary payroll deductions for disbursement on a bi-weekly basis.
- Develops and maintains complex payroll spreadsheets; compiles, analyzes, calculates and audits information from all relevant forms; process adjustments, codes and enters information into the payroll system to produce warrants; coordinates and administers employee hours/days tracking programs and researches and resolves discrepancies. Verify for accuracy and enter cash reports into the accounting system.
- Prepare and/or audit bank reconciliations; process related journal entries.
- Responsible for reconciling the Veterans Hall bank statements.
- Participates and assists in the preparation of comprehensive reports, assists with the annual District Budget preparation.
- Identifies legal requirements for accuracy affecting payroll functions, administer the salary and benefits, maintaining the files and records that are relevant to the payroll function.

- Prepares periodic statistical and financial reports and records insuring proper classification and distribution of budgeting and cost accounting data.
- Verifies the accuracy of journal and ledger postings and makes adjusting entries when necessary; keeps and maintains a variety of records, journals, ledgers and reports.
- Interacts with all levels of management, all vendors, employees, group insurance carriers, and medical and dental care providers.
- Explains policies and procedures related to payroll accounting and may advise staff on technical aspects of the payroll system.
- Ensures that complete and auditable documentation is maintained in employee payroll files.
- Answers questions and gives authoritative information relative to the records maintained.
- Develops draft written communications informing appropriate District staff of payroll matters.
- Works with District personnel in timekeeping procedures, cut-off dates, and related matters.
- Maintains controls for balancing of state and federal taxes, voluntary deductions, CalPERS, unemployment insurance and related matters and files reports as necessary.
- Receives and process unemployment claims.
- Maintains and audits retirement contributions for the CalPERS Retirement system and ICMA 457 plan; completes and processes enrollment and termination forms for submission to CalPERS.
- Completes forms: W-2 & W-3, 1099 & 1096 (annually) including reconciling and coordinates processing of all W-2's for the purpose of providing employees with accurate salary documentation and calculating, preparing, and filing 1099 forms.
- Assists and consults with the Finance Manager in the preparation of special reports and on unusual problems involving deviation from policy or precedent.
- Able to manage competing priorities with accuracy and efficiency while meeting deadlines.
- Ability to interact with the public and District Personnel and maintain cooperative working relationships.
- Acts as a third back-up to the front desk.
- All other duties as assigned.

KNOWLEDGE:

- Methods and practices of payroll record keeping.
- Principles of payroll, including tax withholding, voluntary deductions and fringe benefits.
- Payroll practices and procedures.
- Employees and retiree benefit programs.
- Purposes, methods, and practices of financial record keeping; concepts of double-entry bookkeeping; fiscal accounting terminology; general banking procedures; office methods, practices, procedures and automated office equipment.

- Modern office practices and procedures; Filing systems and procedures; Three years of experience in a computerized financial environment.
- Oral and written communication skills; Letter and report styles and formats; Word processing and database applications.
- Correct English usage, grammar, spelling and punctuation; Basic math.

SKILLS/ABILITIES:

- Maintain complex records, analyze data, and prepare accurate reports; make mathematical calculations accurately and rapidly.
- Ability to collect, analyze, and interpret financial data. Ability to calculate figures and amounts such as discounts, interest, proportion, percentages, area circumference, and volume. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Working knowledge of spreadsheets and spreadsheet applications; ability to compile and tabulate data in spreadsheet form.
- Work independently with minimal supervision and exercise independent judgment.
- Apply laws, policies, and contract provisions pertaining to payroll procedures.
- Analyze complex financial data and prepare accurate records and reports.
- Assure that assigned tasks are completed within time or reporting deadlines.
- Operate computer equipment and standard office machines.
- Microsoft Office Suite, including Word, Excel and Outlook.
- Database software and MOMS software.
- Communicate clearly and concisely both orally and in written form.
- Must be able to “multi-task” to handle competing priorities and demands.
- Must be able to keep accurate records and prepare detailed reports.
- Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form.

Must abide by the District’s policies and maintain confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves treatment.

REQUIRED QUALIFICATIONS:

Experience: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position or any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above requirements. Experience with a public agency is desirable.

Education: Associate of Arts Degree in Business, Finance, Public Administration or related field with minimum of three years of progressive experience in automated payroll and

benefits programs, preferably in a public agency, or equivalent combination of education and experience.

License: Valid California Class "C" driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.