



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Payroll Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Non-Administrative Classified Technical

FAIR LABOR STANDARDS
ACT CLASSIFICATION:

Process payroll and related records for payrolls
Monitor, audit, adjust and reconcile payroll data
Identify, investigate and resolve financial errors and discrepancies
Reconcile and balance assigned payroll accounts
Operate a variety of office equipment including a computer and assigned software
Compare numbers and detect errors efficiently
Operate standard office equipment including a computer and assigned software
Communicate effectively both orally and in writing
Assemble, organize and prepare data for records and reports
Work confidentially with discretion
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Make arithmetic computations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and three years clerical accounting experience including two years involving payroll processing

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions
Contact with dissatisfied or abusive individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Sitting for extended periods of time