

Office Specialist

Payroll/Accounting

Supplement to Job Description

- Coordinates, prepares, and processes personnel and payroll records including personnel actions, new hires, separations, salary changes, unemployment claims, benefit related transactions, bi-weekly timesheets and payroll.
- Processes employee transactions in the Human Resources Information System and web databases
- Assists with Audit and Budget development and preparation.
- Performs analytical work in support of general District business including development of analytical spreadsheets for management staff.
- Maintains and updates District forms, documents, and materials needed by employees.
- Performs a variety of office support assignments including correspondence, typing, proofreading material, filing and processing information, compiling information and data for statistical and financial reports, and coding department invoices for payment.
- Utilizes District financial software to reconcile bank statements and subsidiary schedules to the general ledger, and perform other accounting tasks.
- Performs related duties as assigned.