PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine to moderately complex, confidential duties in the preparation and maintenance of the payroll system. This position is confidential as defined by the Meyers-Milias-Brown Act.

SUPERVISION EXERCISED

May train subordinate personnel.

EXAMPLES OF DUTIES
Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing fiscal information and explaining procedures.

Review time records and set-up and/or modify financial system pay type and deduction code master files to ensure conformance with memoranda of understanding, administrative policies, the Fair Labor Standards Act and other rules, regulations and changes issued by State and Federal regulatory agencies.

Verify pay increases, correct errors and balance payroll; maintain master file for all employees.

Prepare tax returns and other reporting documentation related to payroll; prepare warrant requests for payroll and related costs such as withholding taxes, deferred compensation and other deductions; post benefits to retirement system.
Maintain and update W-2 records and annually generate W-2 forms.

Process additions/deletions to insurance and retirement programs; provide benefit information to employees and respond to their requests for information.

Generate payroll checks; update payroll system and interfaces to the general ledger; mail checks.

Establish payroll records for each employee and maintain accumulated leave records, including sick leave, vacation and bonuses. Set up new employees in payroll system, accurately assigning appropriate benefits.

Complete wage verification for unemployment insurance, workers' compensation and on personnel action forms.

Prepare a variety of fiscal reports, statements and schedules, including quarterly and annual tax returns.

Review and verify source documentation for payroll changes ensuring accuracy and make changes in financial system; assist staff with payroll related inquiries and requests.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS
Knowledge of:

Standard office procedures, methods and computer equipment.

Fiscal record keeping, payroll, and billing.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Perform general and technical accounting work.

Interpret and apply accounting principles and procedures to maintain control of payroll records, financial statements and databases.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School graduation and three (3) years related experience. AA/AS and Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business