

PAYROLL TECHNICIAN

DEFINITION

To perform the processing of payroll for the City including to reconcile and calculate a variety of payroll actions including deductions, benefits, tax computations and payments; to perform accounting and statistical record keeping assignments related to the preparation and maintenance of reports, records, and payroll; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Payroll Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform accounting and statistical record keeping assignments related to the preparation and maintenance of reports and records; audit records for completeness, accuracy and conformance with policies and procedures.

Calculate, review and process payroll; reconcile payroll payables and invoices to employee's deductions; audit and reconcile the payroll register and related duties.

Compute, reconcile, balance, prepare, file and pay Federal, Medicare, State and SDI tax payments and quarterly tax payment and tax filings; process and compile W2's.

Process and calculate a variety of payroll actions including wage garnishments, benefits, deductions, withholdings, retroactive pay and overtime calculations; reconcile, report, file and process payments for CalPERS retirement program for employees.

Research and answer questions regarding payroll and benefit records; assist to solve problems and implement payroll and benefit changes; document changes and errors; assist auditors.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and procedures for modern office operations.

Methods and practices of public financial and statistical recordkeeping including payroll and benefit functions.

Principles and functions of budget, classification and compensation schedule, personnel rules and regulations, FLSA requirements, memoranda of agreement and benefits for bargaining units in a public agency setting.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Methods and processes for accurate record keeping and data maintenance.

Ability to:

Prepare and maintain accurate accounting and statistical records related to payroll assignments including the preparation and maintenance of a variety of reports and records for completeness, accuracy and conformance with policies and procedures.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and maintain accurate and up-to-date payroll information, files, records and reports.

Process and calculate a variety of payroll actions including wage garnishments, benefits, deductions, withholdings, retroactive pay, and overtime calculations.

Maintain confidentiality of employee information.

Meet legal deadlines for payroll and balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Research and reconcile errors and issues that may arise with payroll; and use payroll internal control systems and statistical recordkeeping procedures.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of responsible accounting, financial or statistical recordkeeping experience involved in the processes of a public agency payroll is preferred.

Training:

Equivalent to completion of the twelfth grade supplemented by college course work in accounting or finance or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for

disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of or ability to obtain Certification as a Certified Payroll Professional is highly desirable.