



## PAYROLL TECHNICIAN

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under supervision, this position performs basic accounting work in the preparation and maintenance of the payroll system and other financial and statistical records and reports; and performs a variety of clerical accounting tasks relative to assigned area of responsibility.

### **Classification Characteristics:**

The Payroll Technician is distinguished from other accounting support classifications by the specialization, complexity, and confidential nature of the position. This position receives general supervision.

### **Essential Functions:**

- Review time records submitted by all departments to ensure conformance with appropriate bargaining unit contracts and administrative policies, regulations, and FLSA; verify timesheet entries and any personnel changes that affect payroll.
- Prepare tax returns and other reporting documentation related to payable and payroll taxes, deferred compensation, retirement, and other payroll deductions; prepare employee W-2 forms and related statements; post benefits to the retirement system; compile routine reports related to payroll activity.
- Generate payroll checks for routine and special payrolls; update payroll system and interface to the general ledger; mail special checks to appropriate parties; maintain accumulated leave records including leave used accruals.
- May complete wage verifications for loans, unemployment compensation, worker's compensation claims, and other various requests.
- Process special payroll transactions, such as wage assignments, liens, garnishments, retroactive pay adjustments, terminations, and other payments.
- Answer employee questions regarding payroll and deductions by explaining requirements, policies, and procedures.
- Confer with Human Resources on non-routine questions regarding changes in paychecks, timesheets, codes, deductions, benefits, and other pertinent items.
- Perform other accounting assignments, such as preparation of spreadsheets and reports related to payroll.

### **Qualifications:**

#### Knowledge of:

- Principles and practices of accounting, financial record keeping, payroll, time reporting and related financial transactions.
- Payroll systems.
- Principles of financial administration including the budget process.
- Pertinent Federal, State, local laws, codes and regulations.
- Principles of record keeping and reporting.

- Modern office procedures, methods, and computer equipment.

Ability to:

- Analyze fiscal data and draw logical conclusions.
- Understand, interpret, and apply the fundamental principles of accounting, related policies and procedures.
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- Prepare manual and computerized financial reports, and maintain ledgers and journals.
- Accurately compare, post, and transfer numbers.
- Operate a calculator or ten key adding machine.
- Understand and follow verbal and written directions.
- Work independently and use good judgment in maintaining confidentiality of sensitive records and information.
- Perform mathematical computations.
- Operate a computer and use a variety of computer software.
- Make sound decisions in accordance with established procedures and policies.
- Write reports and keep accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Three years experience in accounting or a related field, which involved maintaining automated payroll, financial and statistical records.

Training:

Equivalent to completion of the twelfth grade supplemented by coursework in basic accounting, bookkeeping, or finance.

**Working Conditions:**

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for interaction with employees and outside agency representatives in person and on the telephone. Vision is required for payroll computer entries, correspondence, and computer reports. Lift and carry files and documents weighing up to 25 pounds.