

PAYROLL TECHNICIAN

Definition:

Under general supervision performs difficult and technical payroll accounting duties involved in the preparation and maintenance of the payroll system and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Performs a variety of complex technical accounting tasks involved in the preparation and maintenance of accounting, budgetary and fiscal records.

Prepares City payroll, processes all necessary additions, deletions and changes regarding personnel actions, W-4 tax records, deductions and benefits.

Operates a personal computer, applicable software, scanner and standard office machines and equipment to produce and/or process a variety of materials, enter and retrieve a variety of data and produce reports.

Inputs payroll data into computerized payroll system using specialized scanning equipment and troubleshoots payroll runs as needed.

Coordinates payroll runs with Management Information Services Division and reconciles payroll runs.

Prepares claim vouchers for Federal and State income tax withholding.

Answers employee questions regarding paycheck calculations and related matters.

Explains City payroll policies and procedures.

Responds to all subpoenas involving employee payroll records.

Responds to all payroll verification requests.

Posts payroll costs into general ledger and recaps labor distribution.

Audits and monitors payments and invoices related to payroll matter.

Provides payroll related technical information and assistance to City departments.

Posts, assembles, tabulates and compares data.

Prepares letters and correspondence.

May direct the work of lower level accounting personnel as assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files weighing 30 pounds or less.

Class Characteristics:

Payroll Technician is a single incumbent confidential and technical class in the Administrative Services Department with specific responsibility for the City's payroll system.

Contacts and Relationships:

The Payroll Technician establishes and maintains contact with Administrative Services Department staff, has substantial interaction with City departments regarding time sheets and payroll records, frequent interaction with City employees regarding payroll related questions and additional contact with financial institutions regarding direct deposit matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

Payroll accounting and recordkeeping methods, practices and procedures.

General financial recordkeeping methods, practices and procedures.

Legal issues pertaining to payroll involving Federal and State laws.

Telephone and customer service techniques.

Computer applications as they relate to areas assigned.

General office practices and procedures.

Recordkeeping and report preparation.

Business math.

AND

Ability to:

Prepare clear and accurate payroll reports and analyses and perform difficult payroll record keeping/accounting and preparation work.

Work under minimal supervision and use independent judgment.

Make accurate mathematical calculations.

Operate a personal computer and use applicable software programs.

Operate standard office equipment and learn to operate specialized payroll scanning equipment.

Understand and carry out oral and written instructions.

Analyze and apply current Federal, State and related regulations applicable to payroll operations.

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

Correctly interpret and tactfully explain City payroll policies and procedures and conduct sensitive payroll related research.

Maintain the confidentiality of sensitive payroll/employee data.

Maintain computerized and manual files and records.

Read and write at the level required for successful job performance.

Prepare comprehensive written reports and routine correspondence.

Communicate effectively orally and in writing.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school

AND

Experience:

Three years of experience at the Account Clerk II level or equivalent to include some payroll recordkeeping experience.

Special Requirements:

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with speed and accuracy.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard, scanner and screen. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. The Payroll Technician may also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised August 2002
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