



PAYROLL TECHNICIAN

AGENCY/DEPARTMENT:
Administrative Services/Fiscal Services

Approved By HR Director: *Linda Matthews*
Date Approved: *5/2/06*
Date of Last Revision:

Reports to: Payroll Supervisor
Supervises: N/A

JOB SUMMARY: Under general supervision, performs technical payroll services; processes employee records and checks; provides various accounting and payroll reports and related documentation; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs, maintains and processes payroll for all City employees, including timecard corrections, insurance calculations, payroll tables, salary rates, deductions and various leave payments.
2. Prepares and calculates employee checks, salary changes and retroactive pay, makes electronic transfers for direct deposits and ensures checks are accurate and completed as scheduled.
3. Maintains and updates employee master file changes and corrections, including credit union, United Way, savings bonds, computer purchase deductions, uniform pay, van pool and direct deposit accounts.
4. Prints, prepares and distributes timecards, enters data into computerized payroll system and audits and corrects payroll information as necessary.
5. Receives and responds to employee inquiries regarding payroll, taxes, deferred compensation, deductions and calculations, researches and resolves concerns within a timely manner.
6. Verifies and makes federal and state payroll tax calculations and payments and ensures compliance with federal, state and city regulations and procedures.
7. Certifies, calculates and deducts garnishments, completes all wage and employment verification requests and ensures compliance with federal, state and City regulations.
8. Prepares and distributes payroll reports including Timecard Edit Report, Auto Deposit Report, Standard Check Report, Deferred Compensation Register, PERS Report and Retirement Report and Computer Purchase Program, Savings Bond Purchases, Journal Entries and spreadsheets.
9. Calculates, prepares and makes payroll journal entries, compiles information for special check runs and maintains and balances employee computer purchase account and various accounts as necessary.
10. Prepares related payroll and garnishment correspondence, provides administrative support to supervisor and assists with new hire orientations, open enrollment, payment and audit of insurance billings as necessary.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years of progressively responsible experience in payroll, tax and insurance deductions and employee customer service.

KNOWLEDGE OF:

- Payroll and deductions policies, practices and procedures.
- Federal and state payroll tax laws and regulations.
- Garnishment and employment verification practices and procedures.
- Modern office equipment procedures and practices.
- Benefits and insurance deductions; and customer service methods and communication techniques.
- Records management and file maintenance procedures.
- Methods of giving direction and guidance; and office practices.
- Automated and database accounting system practices.

ABILITY TO:

- Prepare and review payroll documents, reports, statements, and correspondence accurately; and compile information in a timely manner.
- Provide technical direction and assist other employees in a timely manner.
- Operate a computer keyboard, calculator and standard office equipment; and operate a personal computer to utilize word processing, spreadsheet, and accounting system application.
- Perform arithmetical computations and input data with speed and accuracy.
- Schedule, organize, analyze and complete work in accordance with deadlines.
- Correctly record and verify transactions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.
- Understand and follow written and verbal instructions.
- File documents alphabetically, numerically, and chronologically.
- Communicate effectively and work cooperatively with employees, customers, general public, vendors, co-workers, departmental representatives, supervisors and management.

LICENSES:

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CERTIFICATIONS:

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SPECIAL REQUIREMENTS:

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DESIRABLE:

- Course work or training in accounting principles, methods and practices.

FLSA Exemption Status: Non-Exempt

Employee Unit: Confidential

DOT Program Participant: No

Job Family: Fiscal Services - Payroll

Class Progression: Payroll Technician
Payroll Supervisor