

PAYROLL TECHNICIAN

Grade 13

Purpose Statement

The job of Payroll Technician is done for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Director of Business Services

Essential Functions

- Assists department personnel as needed for the purpose of providing supporting documentation and information on internal process that is required for audit.
- Compiles payroll information for the purpose of providing required documentation and processing information in payroll/timesheet system.
- Maintains a variety of payroll information for all employees (e.g., sick time, vacation leave, employee database, spreadsheets of all employees receiving worker compensation benefits, manages payroll strategies for 60-day salary continuance and 100 1/2-day pay, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors a variety of payroll processes (e.g., days and hours for employee retirement qualification, direct deposits for all employees, employee leave pay, adjustments with or without pay, workers comp, retirement rules & regulations for STR's and PER's etc.) for the purpose of ensuring compliance with established payroll requirements.
- Participates in meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Prepares a variety of payroll related documents (e.g., W-2 controls, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares a wide variety of payroll information (e.g., payroll for all employees, annual vacation pay, employee verifications, spreadsheet summary of employees claims, processes and calculates income protection forms/salary continuance forms, annual salary surveys, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data (e.g., time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and complying with established payroll practices and deadlines.

- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches work-related topics (e.g., changes in regulations, etc.) for the purpose of implementing changes, under the direction of the HR department, to remain current and in compliance with District, state, and federal policies and regulations.
- Resolves discrepancies with payroll and benefit information and/or documentation (e.g., payroll, benefit providers, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, paychecks, w2's, timesheets, leaves, retirement, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and complying with established fiscal guidelines.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; Excel; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations, and State laws relating to payroll; payroll application software; payroll calculations net/gross; calculate payroll taxes; and understand deductions.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: Extensive payroll experience with increasing levels of responsibility.

Required Testing

Excel

Job-Related Skills Proficiency Test

Payroll Pay

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.