



## PAYROLL TECHNICIAN

### **Definition:**

Under the direction of the Financial Services Manager, performs a wide variety of sensitive and moderately complex payroll and administrative clerical duties.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Establish payroll records for each employee and maintain accumulated leave records, including sick leave, vacation, floating holidays and administrative leave. Set up new employees in payroll system, accurately assigning appropriate benefits and deductions.
2. Processes biweekly payroll and maintains payroll records for City employees, ensuring accuracy, reconciling data and proofing labor distribution account numbers.
3. Generate payroll checks; update payroll system and interfaces with the general ledger; distribute checks.
4. Review time records and set-up and/or modify financial system pay type and deduction code master files to ensure conformance with MOU, administrative policies, FLSA and other rules, regulations and changes issued by State and Federal regulatory agencies.
5. Verify pay increases, correct errors and balance payroll to ensure correct calculation of payroll transactions, troubleshoot discrepancies; maintain master files for all employees.
6. Coordinate wire transfer of funds for direct deposit, payroll taxes and other deductions to various banking institutions.
7. Prepare tax returns and other reporting documentation related to payroll; post benefits to retirement system. Maintain and update W-2 records and annually generate W-2 and 1095 health insurance forms.
8. Processes special payroll operations, including vacation buyback and administrative leave and floating holiday cash out.
9. Process special payroll transactions, such as wage assignments and liens, advances and other special payments.
10. Prepares and reconciles a variety of benefit-related reports and invoices, including retirement, medical, dental, vision, short and long term disability, life insurance, supplemental benefits and Flexible Spending Accounts.
11. Complete wage verification for unemployment insurance, workers' compensation and on personnel action forms.
12. Administers COBRA and Leave of Absence benefits processing and billing.
13. Conducts monthly bank reconciliation of payroll account.

14. Coordinates 457 deferred compensation activity, including enrollment and termination transactions, payroll deduction transfers, and simple account reconciliations.
15. Provides requested documentation during audit process and public records requests.
16. Assists employees, applicants, or customers by answering payroll related inquiries, distributing a variety of materials, and assisting in responding to related inquiries.
17. Prepares, assembles, formats, edits, photocopies, and/or retrieves a variety of simple to moderately complex letters, data sets, memos, labels, reports, or other documents or correspondence related to payroll administration.
18. Disseminates a variety of information and/or reports to various agencies or departments via telephone, mail, email, or fax.
19. Provides technical, administrative, and clerical assistance to the Director of Administrative Services, including participation in special surveys and/or projects.
20. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Principles and practices of payroll, time reporting and related financial transactions.
- Principles and practices of payroll administration including Federal and State payroll tax reporting requirements.
- Basic principles of business mathematics and Microsoft Excel and Word.
- Techniques used in dealing with the public and customer service.
- Methods and techniques of analysis related to a broad array of public administration issues, administrative research, and data analyses.
- Record keeping principles and procedures.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases, and Human Resource Information Systems and payroll programs.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Analyze situations carefully and adopt effective courses of action.
- Prepare clear, concise, and comprehensive reports and written materials.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Organize work and establish priorities for self.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply appropriate policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Search, compile, and analyze information.
- Perform general and technical accounting work.
- Maintain extensive and confidential records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associate's degree from an accredited college or university with major course work in finance, accounting, bookkeeping, or related field, and two years of progressively responsible finance and accounting experience. Bachelor's degree desirable. Municipal experience preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to attend periodic evening meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment.