CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:
Under the direction of the Payroll Manager, perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner; prepare, process, maintain and assure accuracy of a variety of employee payroll information, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; process payroll for former employees as required.

Process and evaluate payroll-related information, forms and applications; input timesheet and other payroll information into assigned computer systems; generate computerized lists and reports; assure accuracy and completeness of input and output data; identify errors and make corrections.

Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, new hires, terminations, deductions, vacation and sick leave, benefits and other employee information; develop and maintain spreadsheets as directed.

Calculate, verify and input salary adjustments, overtime and differentials; maintain and update automated payroll records to facilitate the issuance of pay warrants; compare, audit and reconcile payroll reports and printouts with timesheets and payroll records to assure accuracy of pay warrants.

Compile information and prepare and maintain a variety of records and reports related to employee information, time sheets, leave, pay warrants, taxes, deductions and assigned duties.

Serve as a technical resource to College employees, outside agencies and others concerning payroll functions; respond to inquiries, resolve issues, conflicts and discrepancies, and provide technical information concerning related transactions, records, laws, regulations, policies and procedures.

Maintain, audit and reconcile assigned payroll accounts; assemble, match, sort, tabulate, check, code and post related financial, employee and statistical data; review, adjust and assure accuracy of related ledgers and journal entries.

Assist in assuring payroll information, transactions and activities comply with established payroll and retirement system standards, requirements, laws, codes, regulations, policies and procedures.

Communicate with College personnel, outside agencies and others to exchange information and
resolve issues or concerns; answer telephone calls as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Process special payroll transactions such as corrections, changes and retroactive pay as needed; initiate and process the cancellation of lost, stolen or forged warrants as directed.

Assist with the distribution, completion and processing of tax forms.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and techniques involved in payroll preparation and processing.
Methods, procedures and terminology used in technical accounting work.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Tax withholding, voluntary deductions and employee benefits.
Verification and processing of payroll records and reports.
Policies and objectives of assigned programs and activities.
Payroll policies and procedures.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:
Perform a variety of technical payroll accounting duties to assure classified and/or certificated employees are paid in an accurate and timely manner.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive payroll reports and statements.
Monitor, audit, adjust and reconcile payroll data.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.

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Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and two years payroll or related accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.