

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs technical and detailed work in the preparation, review, audit and processing of payroll records, documents and related materials for all college employees; provides support to the general accounting function; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is an experienced level class, competent to perform a variety of specialized and technical duties in support of the payroll function. Incumbents exercise discretion within established guidelines and assure compliance with applicable laws, rules and regulations. This class is distinguished from the accounting support series in that the primary duties of the Payroll Technician require a knowledge of payroll, retirement, leave and benefits terminology, concepts, and regulations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, reviews and processes payroll records, documents and related materials for all college employees (E)
- Audits such documents for completeness, accuracy and conformance with regulations, policies, and procedures (E)
- Prepares and processes documents for cash transfer between the County Treasury and the College's merchant bank for electronic payroll and tax remittances (E)
- Prepares and transmits file to the College's merchant bank for direct deposits (E)
- Calculates and administers garnishments (E)
- Calculates salary rates and differentials (E)
- Maintains and updates data in the payroll computer system (E)
- Maintains records for employee payroll deductions (E)
- Prepares and submits reports and remittances for various taxing, financial and insurance organizations (E)
- Interprets and provides information pertaining to legal mandates, policies, regulations, payroll operational guidelines and various related areas such as retirement (PERS/STRS) to College employees (E)
- Assists in the formulation of improved payroll record management and reporting systems and procedures (E)
- Maintains, updates and reconciles employee leave records and calculates pay adjustments as needed (E)
- Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll function (E)
- Reconciles deductions for benefit programs (E)
- Releases payroll information to legally authorized agencies (E)
- Maintains retirement plan records and prepares reports (E)
- Organizes and maintains various records and files (E)
- Provides support to varied general accounting functions (E)
- May oversee the work of and instruct staff assigned to assist with the payroll function
- Performs related duties as required or assigned

(E) = designates an essential function

## QUALIFICATIONS

### Knowledge of:

- Recordkeeping requirements, rules and regulations related to the payroll process
- Payroll reporting procedures of county, state and federal agencies and insurance and financial firms
- Office practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles and software applications related to payroll processing, including word processing and spreadsheet software
- General accounting and auditing principles and practices
- Business mathematics, including percentages, decimals and bookkeeping

### Skill in:

- Maintaining detailed and accurate payroll records and files
- Interpreting, explaining and applying complex laws, rules and policies
- Monitoring and producing accurate payroll records, documents and related reports
- Coordinating multiple projects and meeting critical deadlines
- Compiling and reconciling complex numerical and financial data
- Using initiative and sound judgment within established procedural guidelines
- Prioritizing work, coordinating several activities and following up as required
- Operating standard office equipment, including a personal or online computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

### Desirable:

- Payroll experience in a California school or community college

### Education and Experience:

Graduation from high school supplemented by college-level accounting courses or professional level continuing education payroll related courses, and three years of accounting support experience which has involved preparing, reviewing and processing payroll and related documents. At least one year with primary responsibility for a large, complex payroll.

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