

## JOB SPECIFICATION

CLASS TITLE	ADOPTION	
PAYROLL TECHNICIAN	RESOLUTION NO.	EFFECTIVE DATE
	7829	12/4/17
	FLSA DESIGNATION	NON-EXEMPT

### GENERAL PURPOSE

Under general supervision, performs a variety of complex payroll and other assigned general accounting processes to ensure the accurate and timely payment of wages, timely deposits of payroll taxes and accurate accrual of benefits; processes accounting transactions, maintains and reconciles assigned accounts and compiles, reviews and verifies data and information to prepare assigned financial and accounting reports; leads and participates in the work of employees engaged in accounting support functions; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Payroll Technician classification is distinguished from other accounting support classifications by the specialization in performing as the lead worker in preparation of City payroll and related financial functions.

The Payroll Technician is a full-time confidential position in the Finance Department with access to confidential records and privileged information.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Processes bi-weekly payroll for all City employees, including collection, review, audit, organization and input of all source documents and time clock systems; verifies accurate reporting of changes in pay, payroll status, benefits, taxes, voluntary contributions and other deductions; validates information entered by human resources staff that affects payroll generation and identifies and resolves discrepancies; ensures timely and accurate payment in accordance with City and governmental policies and procedures.
2. Prepares online file transfers for direct deposits, live checks, deferred compensation, CalPERS, federal and state taxes; prepares checks and direct deposit notices for distribution; processes retiree health benefit checks.
3. Ensures the City meets legal requirements in regard to payroll taxes and garnishments and provides all necessary information and payments to IRS, state tax authorities and other regulatory bodies; enters federal and state withholdings and voluntary deductions; performs manual tax calculations as necessary using federal and state annual tax tables.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

4. Maintains and balances tax files for W2 statements; prints and distributes W2 statements to employees; prepares State Controller's report for salary and benefits following established guidelines; updates new tax data into payroll system and verifies new data on health premiums annually.
5. Maintains subsidiary ledger and assigned general ledger accounts; reconciles and makes appropriate adjusting entries to accounts, often involving analysis to identify the basis for variances and out-of-balance conditions; exports or downloads data from one system to another in conducting analyses and generating daily and periodic reports.
6. Counts, audits and verifies daily receipts from Accounting Assistants' cashiering activities, including check, cash and credit card totals; audits and verifies daily deposits; reviews and verifies financial report totals and identifies, researches and corrects errors, within established policies and procedures; performs month-end balancing of assigned general ledger accounts and transactions.
7. Leads, provides work guidance and direction and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City and departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs; may order work materials and supplies; assists in ensuring a fair and open work environment in accordance with the City's commitment to teamwork, mutual trust and respect.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Advanced methods, practices, documents and terminology used in payroll recordkeeping.
2. Federal and state laws, regulations and MOU provisions applicable to timekeeping, payroll preparation and pay reporting.
3. Accounting and internal control policies and procedures.
4. City ordinances, codes, policy, procedures and practices for processing and recording accounts payable, accounts receivable and related financial transactions.
5. Operations of the City's various financial systems.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Safety policies and safe work practices applicable to the work.
8. Records management, recordkeeping, filing and basic payroll practices and procedures.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

**MINIMUM QUALIFICATIONS**

10. Basic principles and practices of employee supervision.

**ABILITY TO:**

1. Assign and inspect the work of accounting support staff.
2. Ensure accurate and timely payment of wages to City employees.
3. Analyze, balance and reconcile complicated financial data and accounts.
4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
5. Reach sound decisions in accordance with City policies and procedures.
6. Prepare clear and accurate reports, documents, data entries and files.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
10. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION, TRAINING AND EXPERIENCE:**

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an associate degree program in accounting or bookkeeping, and at least four years of progressively responsible experience in financial or statistical recordkeeping duties; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL AND MENTAL DEMANDS**

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work.

**WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet.