

## Payroll Technician

### Purpose Statement

The job of Payroll Technician is done for the purpose/s of processing employee payroll; providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines; administering payroll procedures; and achieving the department's overall objectives.

### Other Functions

- Assists in the preparation of various reports (e.g. quarterly state and federal payroll taxes, state labor reports, benefit, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information to district personnel, local, county, state and/or federal agencies.
- Attends various seminars and workshops (e.g. labor law, government requirements, payroll, etc.) for the purpose of conveying and/or receiving up-to-date information.
- Generates payroll for the purpose of distributing employees' payroll in both manual or electronic format in accordance with published schedule and established procedures.
- Maintains various fiscal information, files and records (e.g. payroll status, sick leave records, insurance correspondence, surveys, retirees, payroll accrual, history, withholding information, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes a variety of data and reports (e.g. pay action requests, insurance/payroll deductions, monthly reports, retired and transitional employees; court order adjustments, subpoena of payroll records, personnel changes, etc.) for the purpose of ensuring timely and accurate compliance with information requests and established policies and procedures.
- Responds to inquiries from internal and external sources regarding various procedures and requirements (e.g. benefits/payroll functions; wage levies and garnishments, savings, contributions, direct deposits, employment verifications, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Verifies employee data and information used for payroll processing (e.g. pre-notes, direct deposit information, payroll deductions, etc.) for the purpose of ensuring the accuracy of employee payroll amounts.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to payroll; operating standard office equipment including utilizing pertinent software applications; planning and managing projects/programs; preparing and maintaining accurate records; customer service; and performing accounting/payroll procedures;.

KNOWLEDGE is required to perform algebra and/or geometry; 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: state and federal regulations regarding payroll management.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data

utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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: adapting to changing work environment and/or priorities; being attentive to detail; maintaining confidentiality; meeting deadlines and schedules; and working under time constraints.

**Responsibility**

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

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** .

**Required Testing:**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Clearances**

IVP Fingerprint Clearance Card Required,  
Measles/Rubella Immunity/Vaccination

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

24