



CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Controller, perform technical work in the preparation and processing of payroll; prepare and maintain a variety of financial and statistical records, reports and other documents; process, review and disburse voluntary deductions for employees; assure payroll activities comply with District rules and regulations, various unit contract, State Education Code and other codes and laws.

REPRESENTATIVE DUTIES:

Perform tasks necessary for the preparation of payrolls; research and resolve discrepancies as necessary; assure the accuracy and strict payroll time lines are met. *E*

Input, disburse and reconcile statements for involuntary and voluntary deductions and tax status changes; maintain manual and electronic records for employee payroll deductions and prepare reports for taxing, and financial and insurance organizations. *E*

Compile and organize payroll-related data and prepare reports and summaries as requested to assist management in accounting, budgeting/reporting process, and negotiations preparation; Review and verify account codes for assigned employee groups; maintain and update employee payroll files. *E*

Independently work with County Office of Education; make decisions, resolve issues and coordinate necessary activities related to county payroll reporting; communicate with outside agencies and vendors as necessary. *E*

Monitor, oversee and evaluate payroll office processes and revise and update to assure accurate and efficient operation; inform and train campus staff in various payroll-related areas and procedures. *E*

Audit materials for accuracy, completeness and compliance with department policies, laws and other regulations. *E*

Train and oversee the work of assigned staff. *E*

Provide support to varied general accounting functions; input and retrieve data and produce reports using necessary hardware and software. *E*

Operate a variety of office and accounting machines, including the typewriter, calculator and computer equipment. *E*

Prepare, input, and audit data required for state retirement reporting. *E*

Perform a variety of clerical support duties, including typing, filing, answer phones and questions, process mail and other related work; order supplies according to established procedures. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preparation, maintenance, verification and processing of payroll records.

Payroll policies and procedures.

Applicable laws, rules and regulations related to assigned activities.

Financial record-keeping techniques.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Health and welfare benefit requirements.

Basic accounting.

ABILITY TO:

Perform technical duties in the preparation and processing of payroll for assigned employee groups.

Maintain records and prepare reports.

Maintain current knowledge of payroll rules, regulations, requirements and restrictions.

Work confidentially with discretion.

Operate a computer and related offiL.004 Tc pp

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a 10-key calculator.

Sitting for extended periods of time.

Bending at the waist, kneeling or reaching to retrieve and file records.