



Position: Payroll Technician	Position Number:
Department/Site: Business Office	FLSA: Non-Exempt – (Classified Confidential)
Reports to: Payroll Supervisor/Area Administrator	Salary Range: 12

BASIC FUNCTION:

Under the direction of the payroll supervisor or other area administrator, 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*

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.