



## TECHNICIAN-PAYROLL

### DEFINITION:

Under the supervision of the Supervisor- Payroll, performs a variety of complex financial clerical activities involved in the processing of payroll.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Organizes, and maintains payroll record information for classified and certificated personnel, including full-time, part-time and overtime.
- Receives basic payroll data from county data processing and checks the established basic records.
- Reconciles and pays all voluntary deductions.
- Receives proper forms from human resources, and individuals authorizing payroll actions, such as, employment and termination, change of status, tax and insurance deductions, leaves without pay and overtime.
- Correlates and records information on payroll records, and reports change-only information to county for data processing payroll.
- Reviews and checks the work of personnel.
- Trains new employees in payroll work.
- Analyzes payroll procedures to improve effectiveness and efficiency.
- Collaborate with fiscal office, human resources, county payroll and retirement offices, and district employees.
- Maintains accurate files and records on health, disability, other insurance, credit union dues and other deductions.
- Distributes payroll warrants and W-2 forms and answers payroll and deduction questions from employees.
- Prepares specialized and regular payroll reports.
- Audits, calculates and enters updated salary information for the preparation of month end payroll for staff members.
- Responds to inquiries and resolves problems utilizing a telephone and email system.
- Cancels and reissues payroll warrants as necessary; calculates and prepares manual payrolls as required.
- Identifies, prepares, notifies and collects overpayments from employees.
- Maintains employee attendance records; verifies and inputs individual sick leave and vacation allowances and usage.
- Controls access to and maintains confidentiality of employee data.
- Operates a variety of office equipment including a calculator, a computer and assigned software.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Organizational payroll policies and objectives
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.

- **Oral and written communication skills.**
- **Interpersonal skills including tact, patience and courtesy.**
- **Arithmetic computations.**

**Ability to:**

- **Learn specific public laws, school district regulations and procedures relevant to the duties required.**
- **Perform difficult clerical work without continuous supervision.**
- **Evaluate problems, issues and concerns, and recommend appropriate alternative solutions.**
- **Make arithmetical calculations with speed and accuracy.**
- **Prepare financial summaries and reports.**
- **Operate a variety of office equipment including a computer and assigned software.**
- **Follow oral and written directions.**
- **Compare numbers and detect errors efficiently.**
- **Communicate effectively both orally and in writing.**
- **Assemble, organize and prepare data for records and reports.**
- **Work confidentially with discretion.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Meet schedules and time lines.**
- **Make arithmetic computations with speed and accuracy.**

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting, bookkeeping or related field and three years clerical accounting experience.**

**PHYSICAL DEMANDS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Seeing to read a variety of materials.**
- **Hearing and speaking to exchange information.**
- **Sitting for extended periods of time.**
- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**

**WORK ENVIRONMENT:**

**Office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.**

**Previously Revised: 6/2017**