PAYROLL TECHNICIAN

Purpose Statement
The job of Payroll Technician was established for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; and providing timely and accurate payroll production.

This job reports to Payroll Accountant

Essential Functions

• Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.

• Authorizes monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.

• Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, longevity pay, union dues, benefits, leave balances, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.

• Confers with a variety of internal and external parties (e.g. employees, County/State/Federal agencies, auditors, vendors, banking institutions, etc.) for the purpose of ensuring accurate payroll processing.

• Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.

• Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.

• Maintains a wide variety of payroll information (e.g. direct deposits, pre-notes, W-4s, leave balances, salary, levies, garnishments, investments, voluntary and involuntary contributions, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

• Monitors assigned payroll activities and/or program components (e.g. County, State, and Federal agencies, tax laws, FMLA, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.

• Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.

• Prepares a variety of payroll related documents (e.g. retirement plan transfers, ACH transfers, voluntary and involuntary contributions, W-2 controls, verification of employment and salary, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, employee contributions, union dues, longevity, leaves, supplements, stipends, etc.) for the purpose of disseminating information to appropriate parties.

• Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, voluntary and involuntary contributions, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.

• Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, salary, supplements, longevity pay, stipends, FMLA, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

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• Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, late hires, leaves of absence, separating employees, etc.) for the purpose of ensuring accuracy of records and employee payments.

• Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, , direct deposits, etc.) for the purpose of providing appropriate action and/or complying with established fiscal guidelines.

• Reviews payroll and a variety of insurance-related information (e.g. payroll reports, FMLA, requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.

• Supports the Payroll Accountant in completing payroll operations for the purpose of ensuring the timely and accurate payroll generation.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: principles and techniques involved in payroll preparation, monitoring and control; payroll related accounting practices; labor contracts and their impact on payroll; and State Education Codes and other applicable County, State and Federal laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; 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 frequently 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: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. 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.

Working Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience with increasing levels of responsibility is desired.

Education
Targeted job related education that meets organization’s prerequisite requirements.

Equivalency
None Specified

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
CPP desired

Clearances
Criminal Justice Fingerprint/Background Clearance

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