

PAYROLL TECHNICIAN

Purpose Statement

The job of Payroll Technician was established for the purpose/s of ensuring the accuracy of payroll reports, time sheets, spreadsheets, funds distribution, etc.; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and maintaining confidential employee records.

This job reports to Manager - Payroll

Essential Functions

- Communicates with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.
- Compiles data from a wide variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Maintains a wide variety of payroll information, files and records (e.g. W-4's, fingerprint documents, salary schedules and pay rates, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs record keeping and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, stop payments, etc.) for the purpose of documenting activities and issues; meeting compliance requirements, and providing audit references.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. payroll, employment verifications, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to written and verbal inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Verifies a variety of payroll-related information (e.g. time sheets versus contracts, direct deposits, wage attachments, benefits, etc.) for the purpose of ensuring accurate distribution of funds and payroll.

Other Functions

- Attends meetings for the purpose of conveying and/or receiving information required to perform functions.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform 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: applying federal, state, and District policies, laws, and regulations; operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and developing effective working relationships.

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 understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: payroll principles.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze 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 data of varied types and/or purposes; 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: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; and working with frequent interruptions.

Responsibility

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

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

8/1/2008

Salary Grade

Classified 55

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____