

## PAYROLL TECHNICIAN

### DEFINITION

Under general supervision, performs responsible and technical payroll accounting record management functions, involving the use of manual and computer-assisted record management, storage and retrieval systems; monitors, audits and prepares a variety of payroll related reports, records and summaries; performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- establishes, balances, verifies, adjusts and maintains payroll accounting fiscally related records and reports
- processes a variety of documents pertaining to payroll transactions, including payroll registers, employee status reports, insurance details and a variety of other documentation
- posts to a data management, storage and retrieval system using a micro-computer and associated software
- receives, reconciles and audits computer payroll output reports
- assists District personnel in the resolution of unusual payroll problems, issues and concerns
- prepares or assists in the preparation of State and Federal payroll related documents and reports
- receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines
- prepares and distributes personnel benefit record summaries
- performs or assists in the research, compilation and distribution of fiscal and payroll related reports required by District and County operational units
- performs complex mathematical calculations and verifies the results
- audits, verifies and releases payroll warrants and various other payroll documents
- performs other related duties as assigned and/or required

### QUALIFICATIONS

**Knowledge of:** Methods, practices and procedures pertaining to payroll accounting and fiscally-related record management systems; manual and computer-assisted payroll record management, storage and retrieval systems; computer hardware and software application programs commonly used in accounting and payroll operations; financial and payroll related report preparation and format; legal mandates, policies and operational guidelines pertaining to payroll and fiscally-related matters.

**Ability to:** Perform complex and technical payroll accounting and fiscally-related clerical functions; audit, review and effectively compile payroll reports, records, and related summaries; skillfully operate a computer terminal and other standard business related equipment; effectively operate a micro-computer and use appropriate software applications; perform complex mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** Two years of responsible and technical experience in payroll and/or accounting report development involving manual and computer assisted processes.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in payroll accounting, auditing, and business practices and procedures is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.