



## Job Description

**JOB TITLE:** PAYROLL TECHNICIAN

**PAY GRADE:** CL 20

**LAST REVISED:** 05/03/2010

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision of the Finance Manager, this position performs advanced technical and clerical accounting activities involving the preparation, processing and maintenance of District payroll and benefit contributions; maintains records and prepares related financial reports; and performs a variety of technical duties relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

1. Reviews time sheets and calculates base pay, overtime, shift differential, longevity and compensatory time off in accordance with established District policies and procedures, applicable bargaining agreements and employee pay information; loss of pay and leave accrual adjustments.
2. Prepares regular and variable payrolls for administrative, certificated, classified, student and temporary employees; prepares PERS and STRS detail reports; assures that payroll timelines are met in accordance with proper procedures, policies, rules and regulations; verifies and assigns appropriate account coding; inputs payroll into Banner (*district ERP Software*) in compliance with Circular A-133, IRS, EDD, California Ed & Government Codes and other regulations.
3. Develops and maintains computerized spreadsheets of District payroll data and voluntary deductions; creates and remits all third party vendor files at the conclusion of each payroll timely and accurately; creates and distributes time sheets to all District employees; develop ad hoc employee specific spreadsheets to resolve complex issues.
4. Sets up all new employees based on new hire paperwork including earnings, deductions, direct deposit and other required data to properly pay employees; and maintains confidential employee payroll records; ensures that payroll records include necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions; posts changes to District records.
5. Establishes new earnings and deductions codes and applies appropriate employee class, taxation, PERS/STRS applicability, labor distribution and leave accrual eligibility; effective dating various elements of pay.
6. Calculates complex wage garnishments and monitors and maintains confidential files for employee wage garnishments from federal, state and local authorities; sets up, monitors and remits payments timely and accurately.
7. Researches complex employee payroll questions and concerns; interacts with other District organizational units and/or staff members regarding payroll matters; provides written explanation of complex payroll concepts with regard to earnings, garnishments, taxes and retirement system rules.
8. Reconciles payroll liability accounts after each payroll; researches and identifies differences; prepares

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journal entries to correct errors; identifies alternative processes.

9. Maintains District retiree payroll including medical/health benefit information; applies correct retiree premium according to plan selected; corresponds with representatives of insurance carriers to assist employees and retirees regarding benefits issues; processes retiree medical reimbursements as required under the collective bargaining agreement.
10. Maintains current and prior period payroll data files with an emphasis on data accessibility and disposes of allowable documents in accordance with applicable regulations
11. Prepares quarterly and annual payroll tax returns for federal and state agencies; prepares and submits appropriate claim forms, tax deposits and withholding forms pertaining to third party sick pay; reconciles District federal and state tax withholding information and makes tax deposits through the Placer County Treasurer; prepares and submits IRS Form W-2 and W-3 to IRS and state tax authorities;
12. Sets up and maintains computerized absence tracking master files in accordance with established District policies and procedures and applicable bargaining agreements; assigns employees to appropriate leave groups; verifies accuracy of leave category balances; maintains reports with complete fiscal year details for departmental and/or auditor reference; calculates year end compensated absences and accruals.
13. Researches and compiles employee information and wage earnings as requested by the IRS and/or the California Franchise Tax Board; reviews tax sheltered annuity forms submitted by employees for compliance with applicable IRS rules and regulations; monitors contributions limits for employees as prescribed by the IRS rules and coordinates with plan administrators to resolve problems.
14. Coordinates and participates in activities connected with the development and maintenance of automated payroll systems; confers with information technology and accountants regarding issues; acts as a subject matter expert for implementing new features/modules within Banner; tests system changes prior to implementation..
15. Prepares annual projections of full time staff earnings by type for use in budget preparation and collective bargaining negotiations; researches discrepancies in program expenses; performs redistributions to move funds to align with the budget; provides information on salary and benefit costs for determination of mandated cost reimbursements; interacts with auditors by providing data and/or reports for audits of District payroll/benefits.
16. Responsible for compliance with fiscal independence requirements for the District with regard to payroll procedures and processes; prepare all wire and check requests timely; calculates cash requirements for each payroll cycle and prepares funding request for Finance Manager; initiate stop payments, stale dated check transactions and prepares supporting documentation
17. May train and provide work direction to assigned student workers and temporary help as assigned.
18. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Methods and techniques of processing payroll.
- Laws, regulations and procedures that govern payroll and payroll processing.
- Automated accounting and payroll systems and relational databases.
- Methods and techniques of payroll record keeping and reporting.
- Business math skills to perform algebraic and statistical computations.

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Sufficient human relations skill to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, grammar, and punctuation.

### **Ability to:**

Accurately process District payroll in a timely manner.  
Maintain accurate payroll records and prepare accurate tax returns.  
Research complex technical issues  
Learn and apply laws, codes, policies, procedures, and labor contracts governing payroll and retirement, including Title IV regulations for student employment  
Learn Workers' Compensation program laws and regulations.  
Learn California Franchise Tax Board rules and regulations.  
Make arithmetic calculations of average to above average difficulty.  
Extract data from databases and prepare clear and concise payroll reports.  
Ensure the confidentiality of private information.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Plan and organize work to meet changing priorities and deadlines.  
Work cooperatively with other departments, divisions and outside agencies.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, finance or a related field. Associate's Degree or Payroll Certificate preferred.

### **Experience:**

Three years of increasingly responsible payroll processing experience. Experience in an educational environment is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.



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**Hearing**: Hear in the normal audio range with or without correction.