

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PAYROLL TECHNICIAN, Grade 52

DEFINITION:

Under general supervision, performs complex and specialized accounting work related to the preparation, processing and maintenance of payroll records; provides information and assistance to staff regarding payroll processes, policies and procedures; provides back-up to the Payroll Services Supervisor in the performance of more complex tasks.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Calculates and processes payroll and related records for monthly and limited term employees to include changes to salary deductions and employee status such as assigned workdays per year, projected vacation, sick and personal necessity leave balances, step increments, overtime and extra duty pay, voluntary deductions, retroactive pay, attendance incentives, and any other changes as necessary.

Receives and audits a variety of financial and/or payroll data and reports for completeness and accuracy and makes corrections and adjustments as appropriate.

Works closely with designated Internal Business staff to assist in the budget preparation system process.

Monitors and clears payroll suspense items.

Prepares manual warrants for corrected pay.

Audits retroactive payments.

Prepares deposits of checks, fees or other funds received relative to the payroll system.

Removes inactive records of limited term employees in the payroll system on a quarterly basis.

Performs arithmetical calculations using salary tables and other source documents.

Provides information to employees and responds to questions regarding payroll-related policies, laws, rules and regulations.

Establishes, organizes and maintains a variety of payroll-related records, documents, and procedures.

Compiles data, maintains spreadsheets, and prepares reports and routine correspondence as necessary.

Conducts research as needed.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Any combination of education and experience demonstrating possession of the knowledge, skills and abilities detailed above. An example of typical qualifying experience would include: completion of training or college-level course work in accounting, business administration or related field, and substantial work experience in the maintenance and preparation of financial, statistical or payroll records, including the use of microcomputers and related programs and spreadsheet applications.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting policies and procedures

Principles and techniques involved in payroll preparation, monitoring and control

Principles and procedures of payroll record-keeping and filing

Modern office practices, procedures and equipment

ABILITY TO:

Calculate arithmetical problems such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals

Perform complex payroll record-keeping duties

Maintain and audit financial and statistical reports

Compile and maintain accurate and complete records and reports for reference and audit trail

Learn, interpret, apply and explain negotiated contracts and other technical leave and pay provisions, rules and regulations

Operate a variety of office machines and equipment such as a 10-key calculator by touch, calculator, typewriter, microcomputer and related software

Conduct basic research

Work independently with little direction

Work under pressure and meet schedules and deadlines

Follow oral and written instructions

Establish effective working relationships with staff and the public

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 02/04

Revised: