

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical accounting duties in the preparation, maintenance, and processing of County Office of Education's (Office) payroll; receives, reviews, maintains, verifies, and processes time recording and other related documents to prepare payroll for employees; establishes and maintains detailed automated permanent records regarding personnel; researches, compiles, prepares and revises payroll, retirement and related accounting data; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the employee payroll processing functions and other related activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of technical accounting duties in the preparation, maintenance, and processing of the Office's payroll; prepares, processes, and evaluates a variety of payroll related forms and records.
- Receives, reviews, maintains, verifies, and processes time recording and other related documents to prepare payroll for employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records; notifies the appropriate parties and makes adjustments as needed.
- Serves as a technical resource regarding the payroll functions, policies and procedures; respond to inquiries, research data and provide information concerning calculations, pay rates, taxes, leaves and other payroll information.
- Researches, compiles, prepares and revises payroll, retirement and related accounting data; calculates, reconciles and balances assigned payroll figures including gross salary, taxes, retirement, retroactive pay and other payroll figures.
- Maintains retiree dental and vision benefits paperwork; collects retiree dental and vision benefits payment and updates and mails retiree dental and vision invoices, communicates with retirees regarding issues as needed.
- Establishes and maintains detailed automated permanent records regarding Office personnel;

processes and inputs new employee data; input and update a variety of data including appropriate union, pay rates, tax status, stipends, deductions, benefits, retirement and other employee information.

- Inputs a variety of payroll, retirement and employee data into an assigned computer system; maintains various automated records and files; manipulates data, develops spreadsheets and generates a variety of computerized reports and statements; ensures accuracy of input and output data.
- Ensures voluntary and involuntary payroll deductions are reconciled and associated vendor checks are sent to the appropriate agencies according to established timelines.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework or specialized training in payroll, accounting, or a related field; and
- Three (3) years of experience in payroll processing or a related field.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Payroll and timekeeping practices, procedures, and terminology.
- Payroll processes and employee voluntary deductions and retirement reporting processes as they relate to payroll.
- Employee benefits processes as they relate to payroll.
- Business arithmetic.
- Recordkeeping and retention principles, policies, and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, and explain relevant laws, rules, regulations, policies, and procedures regarding payroll processing, employee recordkeeping, and employee benefits related to payroll processing.
- Perform detailed payroll processing work accurately and in a timely manner.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Review payroll and other financial documents for completeness, accuracy, and compliance.
- Make accurate arithmetic computations and generate related reports.
- Understand and follow oral and written instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.