

Position: Payroll Technician	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 117

**Summary**

Ensures the timely preparation and maintenance of payrolls for administration, faculty, and support staff. Maintains records and prepares reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the payroll. Prepares and maintains appropriate accounts involving posting and balancing.

**Essential Duties and Responsibilities**

- Coordinates and participates in the processing of all College payrolls including computation and posting of employee time, subtraction of appropriate deductions and preparation of required reports.
- Assures payroll timelines are met; maintains payroll controls; assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Prepares regular and variable payrolls for administrative, credentialed, classified and student personnel; prepares retirement reports. Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.
- Confers with data processing and accounting personnel at the County Office of Education concerning payroll programs and procedures. Reconciles College payroll with the County monthly.
- Interprets and explains payroll policies to employees.
- May train and evaluate the work of other employees assigned to Payroll; reviews work, answers questions and assists with the more complex computations.
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions; maintains current payroll records for all employees.
- Verifies balances on accounts such as tax-deferred annuities and retirement. Advises Administration and staff of tax law, contract, and procedural changes.
- Ensures accurate reporting of federal, state, and special payroll taxes and fund contributions. Prepares retirement and withdrawal forms and reports for both credentialed and classified pay systems.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Oversees and posts changes to College payroll and accounting records.

- Prepares annual total compensation statements for each employee showing income, benefits, and deductions.
- Analyzes and processes accounts payable and receivable documents relating to payroll, insurance, and other benefits.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each classified employee. Prepares a variety of reports.
- Provides information to employees concerning salaries, deductions and insurance rates and general payroll policies.
- Verifies and processes payments to insurance companies and credit unions; prepares periodic reports of disbursements.
- Coordinates and participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

- **Knowledge and Skills**

The position requires a thorough knowledge of the laws, regulations, and procedures that govern payroll and payroll processing. Requires a working knowledge of general ledger record keeping. Requires sufficient human relations skills to convey personal and technical information to all levels of staff. Requires an in-depth technical knowledge of the College’s automated payroll system; and of integrated/automated payroll systems in general. Requires in-depth knowledge of educational accounting practices, including College policies and procedures.

- **Abilities**

Requires the ability to perform all aspects of the position. Must be able to prepare clear, complete and concise financial records and analyze accounting data and prepare financial statements pertaining to the area of specialization. Requires the ability to reconcile payroll to general ledger. Requires the ability to conduct technical research, complete complex arithmetic computations and prepare reports. Must be able to lead staff in a manner that encourages high morale and efficiency. Requires the ability to analyze situations and implement effective solutions.

- **Physical Abilities**

Requires sufficient hand-eye coordination to use a keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires an Associates Degree in general business or accounting plus four years of experience in payroll processing and audit. Additional experience may substitute for education.