JOB TITLE: Payroll Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of highly responsible clerical functions in support of the day to day payroll operations. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may train, oversee, and review the work of student assistants. This job class exercises responsibility for the accurate and timely processing and maintenance of district payroll records/actions which includes processing student payroll, transmitting employee payroll deductions, employee benefits, and processing various payroll correspondence. This job class functions at a journey level of classification, and requires knowledge of payroll procedures and standards.

SUPERVISOR: Business Office Supervisor

TYPICAL DUTIES

- Assist in processing District payroll records and transactions.
- Assists in balancing, auditing and reconciling payroll records and varied reports to established controls.
- Collects, receives, and verifies a variety of payroll documents, forms, records, and information.
- Maintains files, journals, and worksheets to provide full documentation for District payroll records.
- Performs data entry in the maintenance and processing of assigned records.
- Assists in reviewing and reconciling various payroll reports and transactions for accuracy and compliance to District payroll procedures.
- Processes employee/retiree health benefits and standard payroll deductions.
- Applies appropriate rules and regulations to resolve payroll problems
- Assists in training and overseeing student assistants in proper procedures, standards and requirements related to payroll assignment.
- Prepares reports, statements, letters, memos, and other correspondence related to assigned functions.
- Operates computer terminal to input/maintain assigned payroll information.
- Performs other duties similar to the above in scope and function as required
EMPLOYMENT STANDARDS

Knowledge of:
- proper office methods and procedures
- general payroll principles and procedures
- computerized systems as applied to payroll record keeping operations
- proper use and operation of standard office equipment and machines such as computer, typewriter, calculator, copier, fax

Ability to:
- learn district, Federal, State, County policies, procedures, and regulations related to assigned payroll functions
- understand and carry out a variety of complex directions with limited supervision
- establish and maintain accurate payroll records and prepare accurate financial and statistical summaries and reports
- perform arithmetical calculations accurately and rapidly
- assemble, organize, and analyze data in an effective and useful manner
- apply rules and regulations to specific cases
- operate a variety of standard office machines and equipment such as computer, typewriter, calculator, copier, fax
- type accurately at a rate required for successful job performance
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

Experience/Education:

Two years of payroll/clerical responsibilities. A.A. degree in accounting or related field or education, training, and experience.

Approved 12/99