



JOB DESCRIPTION

JOB TITLE:	Payroll Technician	FLSA:	Non-Exempt
DEPARTMENT:	Comptroller	GRADE:	A4
REPORTS TO:	Accounting Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing specialized payroll duties, for the County in compliance with Federal and State regulations; compiles, verifies, processes, reconciles, corrects and distributes payroll and attendance data.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Reviews, verifies, corrects, processes, inputs, and files payroll and benefits documents/information in compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits.
- Processes and balances payroll, payroll corrections, benefits, and technical transactions, in compliance with all applicable Federal, state and local rules, regulations, procedures, and association contracts; enters payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation and reports, including quarterly and year end.
- Updates employee information for taxes and benefit deductions, wage assignments, garnishments, retirement, and other payments; audits and analyzes payroll transactions and resolves discrepancies.
- Ensures compliance with federal and state payroll regulations; interprets and applies payroll and benefit laws, rules, regulations, policies and procedures; answers inquiries from internal and external clients; resolves problems and recommends solutions; refers employees to other appropriate resources as necessary; refers matters requiring policy or collective bargaining agreement interpretation to supervisor for resolution.
- Maintains absolute confidentiality of work-related issues, records and County information.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with the public and County staff; acts in a manner that promotes a harmonious and effective workplace environment.



PAYROLL TECHNICIAN

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED; AND two (2) years of payroll processing and accounting experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Applicable state and Federal statutes, rules, codes, and regulations governing payroll and benefits.
- Accounting and budgeting principles and methods for public sector payroll accounting.
- Payroll and benefits accounting rules and regulations, including union contracts.
- Specialized payroll and state agency accounting software applications.
- Principles of record keeping and records management.
- Personal computers utilizing standard and specialized software applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Answering questions, advising staff, and providing effective customer service.
- Interpreting and applying County policies, collective bargaining agreements and Federal, state and local laws governing payroll.
- Maintaining payroll documentation, verifying, reconciling, and correcting payroll information and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Correcting and updating financial information systems and generating reports.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Using initiative and independent judgment within established guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None



PAYROLL TECHNICIAN

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.