

CITY OF EMERYVILLE/MESA

Created: June 2013
Revised: December 2016
TITLE: PAYROLL TECHNICIAN - 1190
FLSA: NON-EXEMPT

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs technical and complex accounting work required to coordinate the preparation of the City's payroll; maintains centralized payroll operations; prepares, maintains, processes, and distributes a variety of payroll/accounting records, transactions, and reports; prepares information in support of budgeting and collective bargaining; balances and maintains manual and computerized accounting and financial records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Supervisor. Incumbents may provide lead oversight to lower level positions and interns, as assigned.

CLASS CHARACTERISTICS

This is a specialized class in the paraprofessional accounting series that performs a variety of technical duties in support of the City's payroll and benefits systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with Federal, State, and local laws, rules, and regulations. Appointees may also be required to perform technical and administrative support work in the following areas: accounts receivable, accounts payable, and/or business licensing, in addition to a variety of record keeping, reconciliation, and account support activities. This class is distinguished from the Accounting Technician by its specialization and focus on payroll processing.

DUTIES AND RESPONSIBILITIES

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. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.

- Receives, reviews, verifies, codes, and processes timesheets (electronic or manual) to prepare payroll for all City employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; advises supervisors and employees on requirements of union contracts for time reporting.
- Processes, calculates, and maintains records of a variety of payroll actions, including new employee set-up, overtime hours, human resources transactions, incentive and/or premium pay, retroactive pay, benefits withholdings, wage garnishments, and final paychecks based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares reports and payments for various tax, financial, and insurance organizations.
- Interprets, applies, explains, and ensures compliance with provisions of union contracts, personnel rules and regulations, and applicable laws, codes, and ordinances as they apply to payroll and employee benefits programs; suggests changes to improve payroll and time reporting processes.

- Prepares reports and payments for employee retirement benefits; prepares Federal and State tax reports and year-end statements; prepares schedules and reports for auditors as requested.
- Processes and audits payroll batching reports, error reports, payroll registers, payroll warrants and wire requests, tax deposits, tax tables, periodic tax returns and reports, human resources action forms, annual paid-time-off accruals and payoffs, annual W-2 forms, rate schedules, and payroll schedules.
- Prepares and submits payroll vouchers for payment, including garnishments, retirement contributions, union dues, special funds, and benefit insurances.
- Posts, balances, and reconciles data to various general ledger accounts, registers, journals, and logs according to established accounting techniques and procedures; reconciles payroll liability accounts.
- Develops and drafts policies and procedures as they relate to payroll in coordination with the Finance Director and human resources staff.
- Maintains the accuracy of the payroll, accounting, and financial records.
- Receives, investigates, and responds to difficult and sensitive problems and questions; provides information and explains procedures; identifies and reports findings and takes necessary corrective action.
- Trains other staff on various payroll processing policies and procedures and record keeping systems.
- Assists in the implementation of new or upgrades to automated payroll and time record keeping systems and related applications.
- Assists as needed with a variety of routine to complex administrative and technical account support duties related to accounts receivable, accounts payable, business licensing, and/or department-specific technical account duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Assists customers, vendors, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Assists the Finance Supervisor and Finance Director with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance and accounting, including payroll processes, auditing, and reporting functions.
- Computerized accounting and finance systems and computer software and systems related to finance and payroll processes; other computer applications related to work, including Microsoft Word and Excel.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit administrators.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the City's various Memoranda of Understanding and related contracts and documents.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, and employee record keeping functions, Memoranda of Understanding, and related contracts and documents.
- Review and audit payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE GUIDELINES

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

Equivalent to the 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 that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing and record keeping.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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, before groups, 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 weighting up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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 departmental policies and procedures.