Payroll Technician I

BASIC FUNCTION:
Under the direction of and assigned supervisor, perform a variety of analytical procedures primarily involving time card auditing, data entry and monitors a variety of records and reports as assign.

DISTINGUISHING CHARACTERISTICS:
The Payroll Technician I is the entry level position in the Payroll series. The Payroll Technician I with limited responsibility processes payroll for an assigned employee group. The Payroll Technician II with full responsibility processes payroll for an assigned employee group. The Senior Payroll Technician performs the overall balancing of payroll accounts from several employee groups.

REPRESENTATIVE DUTIES:
1. Prepare, monitor and generate payroll for temporary and student employees.
2. Review and process time reports submitted for accuracy; verify and enter necessary corrections, adjustments or revisions to payroll as needed; calculate deductions and benefits for casual employees eligible for retirement benefits.
3. Update District-wide employee records for taxes, benefits and miscellaneous deductions.
4. Calculate and process levies, advances, Worker’s Compensation, garnishments and other adjustments as needed; monitor sick leave.
5. Prepare, balance and maintain various reports and records; prepare the balanced payroll report and submit to appropriate staff for review and approval; replace W-2 forms and lost warrants as needed.
6. Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, State and District policies, rules and codes related to payroll functions.
7. Prepare wire transfers and check requests for the temporary and student employee payroll taxes, benefits and deductions.
8. Prepare system calendars and gross calculation control for assigned payrolls; enter adjustments as assigned.
9. Operate a computer, calculator and related office equipment.
10. Attend meetings as assigned.
11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
SEIU Job Descriptions
1. Preparation, maintenance, verification and processing of payroll records.
2. Payroll policies and procedures.
3. Applicable laws, rules and regulations related to assigned activities.
5. Operate a computer and assigned software.
6. Modern office practices, procedures and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform technical duties in the preparation and processing of payroll for assigned employee groups.
3. Maintain records and prepare reports.
4. Add, subtract, multiply and divide quickly and accurately.
5. Operate a computer and related office equipment.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Plan and organize work.
10. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: College courses in accounting, and one year increasingly responsible financial record-keeping experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Sitting for extended periods of time.

DATE APPROVED: MARCH 1, 1999
RANGE: N-41
EEO-CATEGORY: H-50