

PAYROLL TECHNICIAN

JOB SUMMARY	Under direction of the Payroll Supervisor/Lead Accountant, prepare and process District payrolls for all employees, including hourly. Monitor payment of employee benefits and voluntary deductions. Prepare and maintain payroll records, files and reports.
TYPICAL DUTIES	Process employee status changes, new hires and terminations; process monthly and special payrolls for all District employees. Compute special payrolls as necessary. Assure accurate and timely computation of payroll; assure proper account distributions of salaries. Prepare, process, and maintain payroll master file to assure accurate payments to employees. Determine correct payments in accordance with payroll records and information. Prepare deduction changes, compute payroll adjustments, and reconcile insurance and benefit accounts. Compute termination pay. Audit all daily and hourly time sheets each month for correct data and budget assignments. Compute and summarize deductions such as withholding tax, retirement contributions, insurance payments, etc. Respond to questions or complaints from employees requiring explanation of laws, rules, regulations, contracts, and other documents governing District payroll. Reconcile payroll problems with employees. Establish and maintain various records and files related to payroll functions. Verify and distribute payroll warrants. Assist in coordinating communication and payroll operations with other district departments and employees, governmental agencies, banks, and other outside organizations as necessary. Review, check, and verify a variety of payroll related records and documents to insure accuracy. Perform other accounting clerical work in posting, assembling, tabulating, and reconciling financial data. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software. Remain current on regulations and rules related to payroll; recommend revision of policies or operations as appropriate. Perform other related duties as assigned.
JOB REQUIREMENTS	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, including, or supplemented by, courses in financial record keeping and two years of increasingly responsible financial or statistical record keeping experience including one year of payroll experience. Ten-key by touch.
Knowledge of:	Basic accounting and payroll principles and procedures; automated financial and statistical record keeping techniques and methods; modern office practices, procedures, and equipment; interpersonal skills using tact, patience, and courtesy; basic math; oral and written communication skills.

Ability to:

Perform complex and technical payroll clerical work; learn District organization, policies, and procedures; organize work to meet frequent deadlines; learn to read, interpret, apply, and explain legal guidelines affecting work; efficiently operate a ten-key calculator to make arithmetic computations rapidly and accurately; maintain the confidentiality of time lines; operate a computer terminal and/or microcomputer and related software, and other office equipment such as calculators and typewriters. Establish and maintain effective and cooperative working relationships with others. Work with frequent interruptions. Communicate effectively with others, both orally and in writing. Prepare and maintain detailed, accurate financial records and prepare related reports. Type at an acceptable rate of speed. Accurately operate a ten key by touch.

PHYSICAL ABILITY

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.