

Position: Payroll Technician	Salary Grade: 21
Department: Administrative Services	FLSA: Non-exempt

Summary

Provides a variety of technical accounting, budget maintenance, payroll and support to include general insurance and financial reports. Provides support to payroll and records management. Ensures the timely preparation and maintenance of payrolls and other compensation for administration, faculty, support staff and retirees. Maintains records and calculates, prepares, and submits mandated reports related to payroll. Performs advanced technical and clerical accounting and financial record keeping activities involving the preparation, processing, and maintenance of the payroll. Maintains accounts involving posting, balancing, and transferring of payroll data to general ledger.

Essential Duties and Responsibilities

- Has secondary responsibility of ensuring the timeliness and accuracy of all college and payroll processing to include:
- Coordinates and processes all College payrolls including computation and posting of employee time, subtraction of appropriate deductions, ensuring the correct designation of accounts to be charged, and preparation of required reports for various departments and entities
- Assures payroll timelines are met. Assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payroll for compliance with rules, regulations and policies.
- Ensures accurate calculation of regular and variable payrolls for administrative, academic, classified and student personnel. Verifies accuracy of payroll deductions, including those for group benefits and retirement, union dues, tax sheltered annuities, credit union, withholding tax and insurance.
- Confers with data processing and accounting personnel at the County Office of Education as needed concerning payroll programs and procedures. Reviews and reconciles College payroll and remits to the County Office of Education on a monthly basis.
- Interprets and explains payroll policies, laws, regulations, and contractual requirements to staff and external reporting agencies.
- Ensures that regular and supplemental payrolls are appropriately updated, to include verification of payroll-related information received from various departments, adding new employees and calculating proper deductions. Verifies accuracy of the load calculation for part-time and full-time instructors.
- Prepares retirement and withdrawal forms and reports for both academic and classified pay systems. Provides and verifies information for annual absence and sick leave reports.
- Ensures that payroll records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions. Posts changes to College Payroll and accounting records.
- Analyzes and process accounts payable and receivable documents relating to payroll, insurance, and benefits.
- Calculates salaries for Worker’s Compensation and income protection leaves.
- Provides information to employees concerning time card inquiries, salaries, deductions and insurance rates and general payroll policies.
- Encumbers salary and benefit amounts. Calculates and prepares journal entries for payroll.

Qualifications

- **Knowledge and Skills**

- The position requires a complete working knowledge of payroll processes, Requires a basic knowledge of the specification development process. Requires a working knowledge of the budget process and the procedures for making line item transfers within the accounting system. Requires working knowledge of personal computers and Windows™-based office productivity software such as word processing and spreadsheets. Must be familiar with modern office methods, practices and equipment pertinent to purchasing and payroll. Requires sufficient math skill to perform a variety of math and accounting transactions. Requires sufficient reading and language skill to document transactions and prepare reports. Requires sufficient communication skills to convey technical information to other departments and vendors.

- **Abilities**

- Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision. Must be able to prepare highly technical bid documents from established formats and instructions. Must be able to plan and prioritize work to meet schedules and timelines. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

- Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and office equipment. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires an Associate's degree in accounting, business, or related field and three years of experience in a business, financial management, or accounting capacity.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and on occasion, outdoors, where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: April 21, 2021