

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, to perform a wide variety of complex work in the management and processing of the City's payroll system; to process payroll in compliance with Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and other applicable state and federal employment regulations and benefit programs including the accounts payable and tax processing that coincides with payroll, Section 457 (deferred compensation) plans, employee benefit transactions, Worker's Compensation vouchers, and disability claims; to provide technical assistance to the Finance Director, Finance Operations Manager, Human Resources Official, department directors, and other support staff in the area of payroll and payroll deductions; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This class is a specialized, technical classification for the performance of complex advanced financial and record keeping work for the payroll accounting functions, their maintenance, and interface with the City's General Ledger and other accounting systems.

REPORTS TO

Management position responsible for payroll functions or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Performs a variety of the more complex assignments in the development and maintenance of financial and statistical records; maintains the City's payroll system; compiles and maintains payroll documents; prepares established payroll cycles; works closely with Human Resources relating to benefits, FMLA, and FLSA compliance and may perform personnel related duties; compiles accounts for and maintains all payroll reporting and record keeping; files federal and state wage and benefit reports, taxes, and returns; reviews and monitors deferred compensation programs; records changes affecting net wages such as exemptions, insurance coverage, and wage garnishments for each employee; processes warrants, bills, and other documents involved with financial record keeping; posts information to the general ledger; assists with the maintenance of subsidiary ledgers; assists with the development of financial and statistical reports; assists with the compilation of budget information; calculates and

processes insurance program payments to the City's benefit providers and insurers; operates computerized financial information systems and on-line computer systems used in the City; and works with spreadsheets and word processing programs. Regular and consistent attendance is required. May be required to perform a variety of other general office tasks and back up Account Clerks at front counter as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Modern office practices and procedures particularly as they apply to financial record keeping.
- Methods and practices of financial and statistical record keeping.
- Practices, procedures, and policies of the assigned department.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Knowledge of the applicable state and federal laws governing payroll and payroll management, tax reporting, and employee benefit programs.
- Modern office methods and procedures.
- Principles of work direction and training.

Ability to:

- Perform financial and personnel accounting work observing strict confidentiality.
- Perform a variety of the more complex financial and statistical record keeping work.
- Follow oral and written directions.
- Read and understand laws, codes, statutes, and information related to labor, payroll, and employee benefits.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.

- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Establish and maintain cooperative working relationships.

Training and Experience:**Experience:**

- Two (2) years of increasingly responsible work experience in performing fiscal support work, accounting, and payroll and/or benefits administration.

Education:

- Equivalent to graduation from high school.
- Graduation from an accredited community or junior college with an AA degree with course work in payroll administration, accounting, finance, business administration, or a related field. Education requirement may be substituted with equivalent years of experience.

SPECIAL REQUIREMENTS:

- None.

DESIRABLE QUALIFICATIONS**License:**

- Certified Standard First Aid and Cardiopulmonary Resuscitation (CPR).

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