PAYROLL TECHNICIAN

DEFINITION
Under close supervision, enters employee related data to maintain, review, verify and update payroll files and records, and prepares, processes and issues payroll to City staff.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Enters, updates, processes and inputs employee data and changes into the payroll system;
- Reviews action status forms for new hires, job changes, medical leaves, terminations, contract adjustments and other status changes;
- Updates and maintains employee deductions;
- Reviews, verifies, adjusts and calculates timesheets, pay actions, absences and voluntary deductions;
- Prepares, compiles and processes payroll and overtime.
- Prepares, reconciles and balances tax spreadsheets, insurance billings and retirement statements;
- Responds to questions, complaints and concerns regarding payroll actions within the scope of designated authority; Prepares payroll cost reporting for numerous grant programs and Department of Labor;
- Verifies authorization of payroll totals before printing checks;
- Assists with the delivery of checks to City staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Memorandum of Understanding (MOU) and the impact on payroll, payroll preparation and reporting guidelines and procedures, tax, insurance and retirement practices related to employee pay and of quality customer service techniques and concepts;
- Skilled in mathematical calculations of timesheets and payroll deductions, prioritizing work and meeting deadlines multiple and conflicting deadlines, establishing and maintaining productive working relationships; to complete check and balances with entries to ensure compliance with city rules and regulations;
- Ability to read, comprehend and implement MOU requirements, perform essential duties with little supervision, effectively communicate verbally and in writing in English and to ensure timely delivery of city’s payroll while ensuring confidentiality;
- Proficient in the use of a personal computer and other electronic devices to include MS OFFICE Suite, WORD, EXCEL, OUTLOOK and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds; may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent supplemented with college coursework in Accounting, Finance, or related field AND two (2) years’ experience performing progressively responsible payroll functions OR an equivalent combination of education and experience.