

PAYROLL TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs paraprofessional accounting work in the preparation and maintenance of payroll, and provides technical staff assistance to department and city staff; process employee records and checks and provides various accounting and payroll reports and related documentation; utilizes multiple payroll systems.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class. Incumbents perform complex and independent payroll support duties, utilizing thorough knowledge of municipal payroll and accounting practices, and exercise independent judgement to ensure the accuracy of payroll documents and records in compliance with applicable laws, regulations, and City policy.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director, Deputy Finance Director and Senior Payroll Analyst.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provides support to the Payroll department.
2. Processes payroll for all City employees, calculates and verify time sheets, sets up deductions, setup and maintains leave accruals and balances; enters data into centralized systems; resolves discrepancies.
3. Maintain various files and records related to departmental payroll; incorporate payroll needs into budget documents and calculations.
4. Ensures all payroll duties are performed in a timely and accurate manner and are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and MOU guidelines.
5. Ensures timely and accurate close of payroll and confirmation process.
6. Responds to public and employee inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
7. Maintain and update employee master file changes including W4 and EDD tax forms, direct deposit , 457 contributions.

CITY OF RIALTO
Payroll Technician
(Continued)

8. Perform preparation of federal and state payroll tax payments and ensures compliance with federal, state and city regulations and procedures.
9. Processing of employee garnishments, including calculations, maintaining payroll deductions, and corresponding with agency and employee.
10. Perform all wage verifications and other third-party requests related to payroll.
11. Assists with calculating and preparing payroll journal entries and maintaining various account balances as necessary.
12. Assists with maintaining payroll procedure guides and checklists as needed.
13. Works with Human Resources on a routine operational basis to carry out various confidential personnel transaction, such as salaries, benefits, promotions, hiring, reclassifications, demotions, suspensions, terminations, and other related matters.
14. Assists in preparing quarterly and annual federal and state tax reports; prepare and distribute W-2's.
15. Answers a variety of questions from City employees; issues handwritten and direct deposit checks; explains City payroll policies and procedures; releases payroll information to legally authorized agencies.
16. Calculates and prepares final checks for employees separating from the City.
17. Assists in performing internal audits of various payroll areas and prepare materials for the annual financial audit.
18. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, and terminology used in accounting work, specifically in processing payroll.
- Basic principles and practices of governmental accounting and financial record keeping.
- Principles and procedures of public administration and payroll processing.
- Computer systems and software regarding payroll production and calculation.
- Payroll deduction practices and reporting requirements.
- Applicable federal and state laws, rules and regulations including FLSA, FMLA, CFRA, IRS Section 125, IRS Section 457, 414, 415 and related tax and payroll laws.
- Public Retirement Systems (PERS) laws, rules, and regulations.

Ability to:

- Perform a variety of tasks related to the administration of payroll program.
- Interpret and explain City payroll policies and procedures.
- Maintain various payroll files and records.
- Address and resolve employee's concerns in a professional and discretionary manner.

CITY OF RIALTO
Payroll Technician
(Continued)

- Handle heavy workload, prioritize work and meet deadlines.
- Handle confidential information with discretion.
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of increasingly responsible technical experience preferably within the area of payroll and or accounting.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in bookkeeping, accounting or a related field.

Licenses and Certifications

May require possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time and include reaching, bending, and twisting at the waist to perform desk work and operate general office equipment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; stoop, kneel, and bend at the waist; crouch or crawl. The employee is occasionally required to lift up to 25 pounds unaided.

CITY OF RIALTO
Payroll Technician
(Continued)

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

CAREER PROGRESSION

FROM: Payroll Technician

TO: Payroll Analyst