Long Beach Community College District

CLASS SPECIFICATION
Payroll Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs a variety of specialized technical and administrative activities involved in the processing of the District’s payroll to ensure the timely, accurate payment of District employees; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Payroll Technicians are responsible for performing highly responsible payroll and other assigned general accounting processing, reconciliation, verification, administration and reporting duties. Incumbents are expected to perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Payroll Technician is distinguished from Accounting Technicians in that incumbents in the former class focus on payroll processing and records maintenance functions, requiring a broad knowledge of applicable laws, rules and regulations, as well as District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Verifies, audits, edits and initiates processing of assigned portions of the District’s payroll; verifies and validates information entered by human resources staff that affects payroll generation and identifies and resolves discrepancies; ensures timekeeping data has been accurately entered in the payroll system; identifies and works with appropriate departments and/or supervisors to resolve time reporting, funding and coding discrepancies; enters corrections, adjustments, pro-ratings and overrides as required to ensure accurate pay and accruals; inputs, calculates and reconciles voluntary deductions; calculates, prepares and inputs adjustments to salaries; audits absence and timecard records, checking for duplicates, authorized signatures and available leave dates; posts adjustments; generates, reviews and reconciles payroll registers to ensure accuracy and completeness of payroll, earnings and deductions and makes changes as required; reconciles and balances payroll totals; processes payroll checks and advises to generate payroll checks; verifies that each employee receives payroll check or earnings statement each pay period.

2. Utilizing spreadsheet programs and computer database systems, enters, posts, verifies, handles and retrieves a wide variety of routine to complex payroll data, reports and information; compiles,
generates and distributes required reports; records leaves of absence and maintains files of supporting documents.

3. Establishes and maintains payroll records and files; keeps abreast of changes in federal and state rules and regulations and updates and maintains payroll codes, retirement rates and federal and state tax changes; enters employee salary, deductions and tax information in the payroll system; inputs direct deposit pre-notes and notifies employees of direct deposit dates; receives, notifies employees and processes and enters wage garnishments; reviews, audits and corrects records, as necessary.

4. Computes and awards vacation, sick and management leave hours for new employees based on job code and percentage of work assignment; prepares appropriate leave award documents for employees; verifies and updates employee leave awards being transferred from other districts; monitors leave balances and notifies departments of potential absence problems; computes earned vacation balances, calculates payments and prepares time cards for payment; compiles information for departments on sick leave and vacation balances.

5. Ensures the District meets legal requirements in regard to payroll taxes and garnishments and provides all necessary information and payments to IRS, state tax authorities and other regulatory bodies; enters federal and state withholdings and voluntary deductions; performs manual tax calculations as necessary using federal and state annual tax tables.

6. Develops, reviews, updates and/or distributes specialized reports and spreadsheets; compiles, calculates and analyzes data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.

7. Interprets payroll policies and procedures and provides accurate and timely information and assistance to management and employees; researches and handles daily inquiries from employees on a wide array of technical matters related to payroll; assists departments in analyzing and resolving payroll issues.

8. Calculates and prepares emergency loan requests, including revolving cash fund requests, loan documents and loan repayment cards; documents loan repayments on appropriate payroll.

OTHER DUTIES

1. Performs other technical and administrative payroll or general accounting functions as needed; maintains employee PERS/STRS membership cards; issues parking permits to employees and maintains records.

2. May provide work direction and guidance to temporary or part-time employees as needed.

3. Assists employees at a public counter with the completion of payroll documents; distributes paychecks to employees.
QUALIFICATIONS

Knowledge of:

1. Methods, practices, documents and terminology used in payroll recordkeeping.
2. Law, regulations and MOU provisions applicable to timekeeping, payroll preparation and pay reporting.
3. Basic accounting and internal control policies and procedures.
4. The District’s enterprise financial and payroll systems and associated systems, practices and procedures for processing payroll information and interpreting data.
5. Standard office management practices and procedures.
6. Principles and practices of sound business communication.
7. Record keeping and filing practices and procedures.
8. District human resources policies and procedures and labor contract provisions.

Ability to:

1. Operate a computer using word processing and other business software and other standard office equipment.
2. Understand, interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations and department procedures.
3. Collect, obtain, evaluate and interpret technical and specialized payroll information correctly and explain information accurately and precisely to customers.
4. Exercise sound independent judgment within areas of responsibility.
5. Organize and maintain office and specialized files.
6. Communicate clearly and effectively, orally and in writing.
7. Understand and follow written and oral instructions.
8. Prepare clear, concise and accurate reports, correspondence and other written materials.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
10. Maintain confidentiality of District documents and records.
11. Establish and maintain effective working relationships with District management, staff, external agencies and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of progressively responsible experience performing payroll-related duties, including review of timecards and processing of payroll or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with District management, staff, external agencies and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.