

PAYROLL TECHNICIAN

Code No.: 4-01-028

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position responsible for assisting in the preparation of various municipal payrolls for automated processing, including deductions and withholdings, verifying time bank data, and adding or deleting personnel from the payroll. The employee reports directly to, and works under the general supervision of the Payroll Supervisor or other higher level staff person. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the preparation of various municipal payrolls for automated processing;

Receives authorizations from the Human Resources Department regarding the addition or deletion of personnel from the payroll, and inputs to computerized payroll system;

Ensures proper deductions for taxes, health insurance, unions, savings, credit unions, retirement systems, and garnishments;

Reviews hours to file report and furnishes correct data to information services;

Receives, reviews, and audits time sheets;

Records payroll authorizations and terminations, duplicate withholding statements, authorizations for deduction of union dues, credit union dues, mutual funds, savings bonds, and savings, etc.;

Verifies and updates leave bank data;

Records journal entries and account reconciliations;

Calculates payroll adjustments;

Calculates and issue payroll advances.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices, procedures, and equipment; good knowledge of computerized payroll systems; good knowledge of effective and proper payroll procedures; ability to communicate orally and in writing; ability to use a calculator; ability to perform basic mathematical computations; ability to perform work with accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus three (3) years of paid full-time or its part-time equivalent experience posting and

maintaining simple financial, accounting or payroll records.

NOTE: College level education may substitute for work experience on a year-for-year basis. Thirty (30) college semester credits is equivalent to one (1) year of full-time work experience.

REVISED: March 11, 1976
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