CITY OF LOS BANOS
Job Description

POSITION TITLE	PAYROLL TECHNICIAN
DEPARTMENT	FINANCE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform advanced clerical and technical administrative duties in the preparation, processing, and maintenance of City payroll transactions and records; reviews and reconciles payroll reports, prepares journal entries, performs audits; enters and reports information to outside agencies; perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Manager. May provide direction to clerical staff when necessary.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Preparation and processing of the City payroll.
- Review timekeeping reports to identify and resolve errors in time reported; ensure availability of leave time reported; verify earnings and deductions; ensure payroll checks are calculated in accordance with legal requirements, City policies, and labor contract provisions; process stop payment requests and reissued checks.
- Verify and calculate overtime payments and verify, audit, edit, and process the final payroll, benefit program payables, and pay checks.
- Generate and check final payroll reports and registers; coordinate wire transfer of funds for direct deposit, payroll taxes, and employee deductions to various banking institutions.
- Ensure the timely and accurate posting of payroll to the financial accounting system.
- Process special payroll transactions, such as wage assignments, liens, and other special payments as approved; calculate and manually prepare special payroll transactions and pay checks.
- Ensure accurate processing of changes in pay, payroll status, taxes, benefits, other deductions, retroactive pay adjustments, and termination pay.
- Answer employee questions regarding payroll deductions by explaining requirements, policies, and procedures.
- Maintain various spreadsheets to track time and payments for designated payroll purposes.
- Reconcile and balance payroll accounts and process journal vouchers.
- Prepare journal vouchers for liability accounts, wage liens, garnishments, deposits for credit unions, direct bank deposits, and payroll taxes.

- Prepare and ensure data entry, transmittal, database uploading, and mailing of monthly, quarterly, and annual payroll, retirement, and tax withholding information to federal and state government agencies and CalPERS; audit and balance accounts in preparation for generating tax reports; generate and reconcile year-end payroll reports; prepare and distribute employee W-2 forms and related tax statements.
- Prepare payment requests and verify and reconcile payments to the City's health and benefit providers and resolve billing errors and discrepancies.
- Consult with Human Resources Department on non-routine questions regarding employee benefits and individual employees regarding benefits, changes, and MOU implementation.
- Coordinate with Human Resources Department staff to provide payroll related information for employment verification requests.
- Maintain confidentiality of records and information.
- Responsible for the maintenance of all payroll documents as they relate to the City's records retention policy.
- Provide assistance to the City's outside auditors on payroll related questions and matters as assigned.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

Knowledge of:

- Pertinent local, State, Federal rules, regulations and laws.
- Applicable terminology, practices, codes, requirements and general policies and procedures of payroll processing.
- Principles and practices of auditing and reconciling a variety of payroll documents and records.
- Business arithmetic, including accounting, financial, and statistical operations.
- Filing systems including records management and the operation of standard office equipment, computers, and software programs.
- Principles and practices of work safety.
- City and department policies and procedures.

Ability to:

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Work with computerized financial and payroll information systems and use a computer for payroll development and administrative work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Read and interpret labor contracts and memoranda of understanding as they relate to payroll administration.
- Research data and information and prepare detailed and comprehensive reports.
- Exercise independent judgment and work well under pressure.

- Interpret and explain pertinent laws and City and department policies and procedures.
- Maintain confidentiality of sensitive personal and personnel related employee information, including former employees, and other matters affecting employee relations.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Three (3) years of increasingly responsible accounting, financial, administrative, or technical experience including public contact.
- Type at a speed of 40 NWPM.

DESIRED QUALIFICATIONS

- Experience in a public agency personnel or finance department.
- Experience processing payroll for a public agency.
- Supplemental educational training of college level courses in business administration, accounting, human resources, or a related field.

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