

## **CITY OF LINCOLN PAYROLL TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under supervision, performs the full array of para-professional accounting duties involved in the processing of payroll and the maintenance of the payroll system; reviews and reconciles payroll reports and prepares journal entries; provides information to departments and employees regarding payroll issues; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Payroll Technician is the entry-level class within the Payroll Technician series; however, it operates at the journey level. Employees at this level are expected to perform the full range of routine to moderately complex payroll duties, requiring thorough knowledge of City payroll systems, policies, and departmental procedures. While Payroll Technicians operate independently in day-to-day payroll processing and compliance tasks, they are not typically responsible for interpreting complex regulations or acting as subject matter experts.

This classification is distinguished from the Senior Payroll Technician by the scope, complexity, and level of responsibility. Payroll Technicians work within established policies and procedures, while Senior Payroll Technicians lead the resolution of complex issues, interpret regulatory changes, and serve as technical specialists in the field.

### **SUPERVISION RECEIVED/EXERCISED:**

#### **Payroll Technician**

Receives supervision from the Accounting Manager and/or Finance Director. May receive direction from the Senior Payroll Technician. Incumbents in this classification do not routinely exercise supervision.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records, reviews, audits, and corrects time sheets; prepares paychecks; distributes paychecks and reports to various departments; prepares and files required reporting documents in an accurate and timely manner (including but not limited to quarterly reports and annual reporting of W-2s).
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state and federal legislation affecting payroll; understands and implements applicable provisions of MOUs.
- Prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; prepares payroll journal vouchers; prepares a variety of routine and special reports as

necessary; reviews, reconciles, approves, and submits all vouchers for payment of payroll liabilities (may include tracking of COBRA insurance payments and receipts).

- Processes withholdings, deductions, wage garnishments or other special payroll actions, and changes affecting net wages such as exemptions, insurance coverage, and loan payments; submits PERS retirement reports each payroll; prepares payroll tax deposits; complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues, deferred compensation and credit union.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; reviews wages computed and works with human resources to correct errors to ensure accuracy of payroll; computes any corrections or retroactive pays; prepares manual checks when necessary; makes wage adjustments.
- Assists employees, benefit vendors, auditors and outside agencies with payroll questions and requests; works with management to address any legalities and payments regarding compensation concerns such as judgments, arbitrations, and/or court rulings; assists employees in the completion of payroll related forms; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes; researches and analyzes data regarding salaries and benefits for cost studies.
- May be assigned to perform a variety of accounts receivable and bookkeeping functions on a relief or support basis.
- Maintain confidentiality of payroll and personnel information contained in employee records or discussed with human resources and/or management.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Interfaces with the Human Resources Department to assure proper and timely processing of employee related paperwork.
- Perform related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Payroll Technician. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible public agency payroll experience with an Associate's Degree from an accredited college with major course work in accounting, business or a related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of municipal payroll processing, and payroll records maintenance; federal, state and local wage and hour laws, codes, ordinance, regulations, and labor agreements; basic City budget practices and ordinances relative to financial reporting; CalPERS reporting and procedures; process garnishments; generally accepted accounting principles; characteristics and operations of automated payroll systems; bookkeeping and accounting principles; methods and techniques of automated record keeping and report generation; public relations techniques and procedures; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable financial and statistical software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate standard office equipment including a computer and variety of word processing and software applications; operate automated financial and payroll systems.

**Ability to:**

Prepare, maintain, process and reconcile a complex municipal payroll; maintain payroll records, reports and files; accurately process a complex payroll on a timely basis; identify errors in records and payroll information and make appropriate changes; maintain confidentiality; interpret, explain and apply applicable laws, codes and regulations governing payroll administration; read, interpret and record data accurately; organize and prioritize work, coordinating several activities and meet critical deadlines; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

<b>Salary Range:</b>	Refer to Mid-Management/Confidential Salary Schedule
<b>FLSA:</b>	Nonexempt
<b>Employee Group:</b>	Mid-Management/Confidential