

## CITY OF LINCOLN SENIOR 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 general supervision, performs general and specialized payroll and accounting duties related to the preparation, issuance and maintenance of City-wide payroll and financial records and payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and CalPERS retirement contributions; to serve as liaison to departments and City personnel, researching and responding to questions related to payroll; and to prepare and submit a variety of payroll related reports; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Senior Payroll Technician is a specialist-level classification responsible for the City's payroll function. This class is distinguished from the Payroll Technician by the assignment, responsibility and performance as an experienced specialist in public sector payroll who can independently perform the duties and is expected to be the expert in the field. This work involves the interpretation and application of Federal, State and organizational rules, regulations and procedures requiring sustained, frequent, and intensive use of financial, statistical, and numerical data and information. The position requires a significant degree of knowledge, skill and experience in payroll functions and exercises a high degree of independent judgment and decision making.

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

Receives general supervision from the Accounting Manager and/or Finance Director. May exercise technical and functional supervision over staff acting as supporting payroll personnel.

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

- Coordinate and perform a variety of specialized and detailed duties involving the processing and review of City-wide payroll; perform manual calculations as necessary, ensuring integrity and accuracy of data.
- Processes withholdings, deductions, union dues, wage garnishments or other special payroll actions and changes affecting net wages such as exemptions, disability insurance, health insurance coverage and loan payments.
- Balance and post payroll transactions to payroll ledgers and reconcile to accounting system; balance other financial, statistical and operational reports, statements and records.
- Ensure the accuracy of the City's payroll; conduct detailed research and make corrections to calculations and payroll related reports.

- Analyze and reconcile payroll records; prepare, reconcile and submit a variety of bi-weekly, monthly, quarterly and annual payroll reports including but not limited to payroll taxes, GCC, ACA, W2's, retirement, deferred compensation, payroll deductions, leave accruals and miscellaneous benefits.
- Reviews, reconciles, approves and submits all vouchers for payment of payroll liabilities including tracking of COBRA insurance payments and receipts.
- Establish and maintain a variety of files for employee and payroll records; maintain records of payroll deductions; track and reconcile deductions.
- Determine schedules and timelines for payroll processes; post and distribute time and attendance records; review timesheets for accurate record-keeping; and preparation and submission of related reports.
- Test and implement payroll software system changes; consult with other City staff and outside vendors regarding software updates.
- Work with management to interpret and implement personnel rules, Memoranda of Understanding, federal and state regulations, CalPERS rules, and changes to reporting; explain rules and regulations regarding payroll.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; review wages computed and work 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.
- Maintain confidentiality of payroll and personnel information contained in employee records or discussed with human resources and management.
- May be assigned to perform a variety of accounts receivable and bookkeeping functions on a relief or support basis.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- 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 to be successful in this position. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in payroll in a public agency, and possess a Bachelor's Degree from an accredited college or university with major course work in accounting, business or a related field.

### **Licenses/Certificates:**

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

**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

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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.

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