

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: PAYROLL TECHNICIAN

DATE: 8/7/2012

JOB CODE: 21717

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under direction, to perform highly specialized and responsible technical work in connection with the preparation, review and maintenance of payroll and other financial and statistical records; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Payroll Technician is an advanced technical and para-professional level in the financial record keeping series. Incumbents may serve as a lead and resource to subordinate staff of the division. Supervision is received from the Senior Accountant or Principal Accountant.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform responsible financial record keeping and analytical duties of above average difficulty involving major segments of the Department's accounting system;
- Maintain employee payroll, fringe benefit, and voluntary deduction records;
- Perform responsible duties such as inputting and updating personnel information, maintaining records of salaries, labor distribution, retirement benefits, employment tax withholding, fringe benefits, and voluntary deductions;
- Compute time sheets; input time; verify payroll pre-processing data for accuracy and correct discrepancies; process payroll direct deposits;
- Oversee and participate in preparing payroll checks for distribution;

- Prepare reports of taxes withheld, retirement contributions, benefits, deductions, and related information;
- Prepare requests for payment for employee benefits and voluntary deductions;
- Prepare periodic employer payroll tax returns;
- Verify accuracy of check registers, prepare disbursement summaries, and prepare cash fund transfers;
- Process bank and other financial institution automated transmissions accurately and within established deadlines;
- Download and transmit a variety of files, including but not limited to, taxes, retirement, deferred compensation, etc.;
- Make mathematical calculations; check various statistical and accounting tables and reports; reconcile records to established balances, identify and resolve discrepancies;
- Perform analysis and financial costing for labor negotiations and employee salary and benefit issues;
- Access, input, and retrieve varied data from computer system;
- Scan documents and file into electronic data storage system; purge and destroy documents; prepare file folders;
- Train subordinate staff members as assigned;
- Establish and maintain filing and record keeping systems in accordance with Department policy;
- Operate a calculator, computer, photocopier, scanner, facsimile, and related equipment;
- Answer telephone, process mail, prepare routine forms, schedules, statements, correspondence, checks, lists, reports, and related documents;
- Communicate effectively, both verbally and written, with employees, various agencies, and the public regarding policies, practices, and procedures of the Department;
- Review billings and documents for adequacy and accuracy; and
- Perform related work as required.

GENERAL QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Modern office equipment and record keeping methods and practices;
- Operation of general office machines and equipment;
- Computer operating methods and financial business related software programs;

- Basic English usage, spelling, grammar, and punctuation;
- Business math;
- Advanced level account record keeping procedures pertinent to the assignment of the position;
- Enterprise accounting principles, procedures, and terminology;
- Electronic data storage systems;
- Principles and practices of payroll data processing systems and procedures including Automated Clearing House (ACH) and electronic payment transactions;
- Payroll tax requirements and employment benefits as regulated by various federal and state agencies;
- Word processing at an intermediate level of proficiency and spreadsheets and/or databases at an advanced level or proficiency;
- Principles of confidentiality;
- Basic principles of supervision and training;
- Basic customer service principles.

Ability to:

- Operate a computer;
- Understand pertinent procedures and functions quickly and apply with substantial independence;
- Operate a calculator by touch;
- Maintain accurate and interrelated financial records, and identify and reconcile errors;
- Accomplish difficult financial clerical work involving independent judgment;
- Apply accounting, auditing, and financial analysis principles to specialized work assignments;
- Classify fiscal documents and transactions;
- Perform financial and statistical record keeping work;
- Examine and verify financial documents and reports;
- Accomplish alphabetical and numerical sorting;
- Write legibly;
- Read, understand, and apply difficult materials;
- Speak clearly and distinctly;
- Communicate effectively in oral and written form;
- Prepare clear, concise, and easily understood statistical and narrative reports;
- Make comparisons quickly and accurately;

- Establish and maintain effective relationships with those contacted in the course of work;
- Understand and carry out oral and written instructions.
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent, supplemented by successful completion of college level course work in accounting;

And

Experience: Four (4) years of advanced and technical level financial record keeping and accounting experience, including payroll processing.

Experience with Sungard H.T.E. software is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Payroll Technician

To: Accountant

Job Description:

BOWC Approved:

4/3/2001

Rev:

9/5/2006

8/7/2012

Testing Standards: Open/Dept Promo/Written/Civil Service Oral

CSB Approved:

9/26/2006