

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs responsible and technical payroll accounting record management functions, involving the use of manual and computer-assisted record management, storage and retrieval systems; monitors, audits and prepares a variety of payroll related reports, records and summaries; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

establishes, balances, verifies, adjusts and maintains payroll accounting fiscally related records and reports

processes a variety of documents pertaining to payroll transactions, including payroll

legal mandates, policies and operational guidelines

prepares and distributes personnel benefit record summaries

performs or assists in the research, compilation and distribution of fiscal and payroll related reports required by District and County operational units

performs complex mathematical calculations and verifies the results

audits, verifies and releases payroll warrants and various other payroll documents

performs other related duties as assigned and/or required

QUALIFICATIONS

Knowledge of

_____ : Methods, practices and procedures pertaining to payroll accounting and fiscally-related record management systems; manual and computer-assisted payroll record management, storage and retrieval systems; computer hardware and software application programs commonly used in accounting and payroll operations; financial and payroll related report preparation and format; legal mandates, policies and operational guidelines pertaining to payroll and fiscally-related matters.

Ability to: Perform complex and technical payroll accounting and fiscally-related clerical functions; audit, review and effectively compile payroll reports, records, and related summaries; skillfully operate a computer terminal and other standard business related equipment; effectively operate a micro-

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects

will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder

must possess the ability to hear and perceive the nature of sound

must possess visual acuity and depth perception

must be capable of providing oral information, both in person and over the telephone

must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: