

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs technical financial and accounting duties related to the evaluation, processing, preparation, maintenance and verification of payroll and related records; prepares and maintains technical payroll reports and statements; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first technical level class of the Payroll Support Series within the Yosemite Community College District (YCCD). Positions in this class perform technical duties in support of District payroll and related functions. Incumbents utilize technical knowledge of specialized subject areas to make decisions and complete assignments. Positions are typically assigned to the Controller's Office.

This class may be distinguished from the higher-level class of Payroll Specialist because incumbents in that class perform the more complex payroll-related functions in the assigned work unit, including advanced technical financial and accounting work related to the evaluation, processing, preparation, maintenance and verification of payroll records.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of the Payroll Manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Performs technical payroll functions that include assembling, tabulating, calculating, verifying, and filing payroll-related data.
- Assists with processing the less complex payroll claims involving classified, certificated and/or student personnel; reviews pay claims for accuracy, completeness and adherence to policy; verifies fund source, rate of pay, hours worked, earn types, retirement status and other information; enters claim information into the District payroll system.
- Receives and processes wage assignments; researches and verifies employee status; prepares letters to employees regarding wage garnishments; communicates with external agencies as appropriate regarding wage assignment procedures.
- Receives and processes requests for verification of employment; provides information as appropriate regarding positions held and wages paid.
- Determines and processes employer Revolving Cash Fund payments and submits warrant requests to Accounts Payable.

- Assists with the revision, formulation and implementation of record management systems and procedures.
- Prepares technical payroll account analyses.
- Interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines pertaining to payroll processes.
- Provides technical information to county, state and federal agencies.
- Assists District staff in resolving routine payroll problems, issues and concerns.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Methods, practices and procedures pertaining to basic technical payroll accounting and fiscally related record management systems.
- Automated payroll record management, storage and retrieval systems.
- Financial and payroll related report preparation and format.
- Standard legal mandates, policies and operational guidelines pertaining to payroll and fiscally related matters.
- Principles and procedures of financial record keeping and reporting.
- Principles and applications of mathematics.
- Principles and practices of filing and record keeping.
- Modern office procedures, methods and equipment including computers.

Ability to:

- Perform moderately complex technical payroll functions.
- Monitor, review and maintain fiscal and financial files, records, summaries and reports.
- Perform basic technical payroll audits and analyses.
- Make standard arithmetical calculations and verify the results.
- Effectively and efficiently operate computers and other business office machines and equipment.
- Utilize payroll software applications.
- Process and maintain accounts receivable records.
- Maintain a variety of financial files and records.
- Prepare payroll and related reports.
- Communicate effectively both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid typing or keyboarding certificate for 45 words per minute may be required.
- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to an Accounting Technician at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college or university, with major course work in general accounting, finance or a closely related field.
- Experience: Two years of financial and/or accounting clerical work that included extensive responsibility with computer-assisted accounting and/or payroll record management systems.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: 7/1/2021