

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PAYROLL TECHNICIAN

RANGE: 19

BASIC FUNCTION:

Under the direction of the Supervisor, Accounting Services, perform a variety of technical accounting duties in the preparation and maintenance of an assigned payroll for the County Office; assure employees are paid in an accurate and timely manner; assist employees with various payroll-related issues.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the preparation, processing and maintenance of an assigned payroll for the County Office; assure activities comply with County, State and federal policies, procedures, rules and regulations.

Input time sheet information including deductions into an assigned computer system; review information for accuracy and make corrections as necessary; assure employees are paid in an accurate and timely manner.

Review and process time sheets and records; audit final time sheet against the payroll register; verify proper authorizing signatures, coding and accuracy of payroll adjustments; calculate worker's compensation and State disabilities amounts.

Input employee garnishments, contributions and deductions; establish and maintain detailed automated and manual permanent employee records regarding payroll transactions, benefits, salaries, tax status and related information; process a variety of payroll-related forms and applications.

Communicate with County Office personnel, employees and outside agencies to exchange information and resolve issues or concerns related to payroll discrepancies; coordinate activities with CSEA, PERS and other outside agencies for appropriate payroll processing activities.

Receive and process personnel action forms for new and terminated employees; set up job title codes, benefits, pay cycle, salary schedule and other payroll related information into appropriate computer system; assure compliance with procedures related to the proper recording and processing of terminated employees.

Review employee records for eligibility for longevity as assigned; input and update longevity codes as needed; process retro pay as needed; prepare and maintain related records.

Operate a computer and assigned software; operate standard office equipment as assigned.

Process employee contributions and arrange for vendor payments according to established time lines as directed.

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Process special payroll transactions such as new or terminated employee pay, corrections, emergency and retro pay as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preparation, maintenance, verification and processing of payroll records and reports.

Policies and objectives of the Payroll department.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical accounting duties in the preparation and maintenance of an assigned payroll for the County Office.

Assure employees are paid in an accurate and timely manner.

Prepare and maintain a variety of automated and manual records, files and reports.

Learn County Office employee STRS and PERS retirement plans.

Monitor, adjust and reconcile payroll data.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Work confidentially with discretion.

Verify, balance and adjust accounts.

Type or input data at an acceptable rate of speed.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Complete work with many interruptions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and three years payroll accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.