

**PAYROLL TECHNICIAN**

**DEFINITION**

Computes, checks and processes salary payments and deductions; verifies payroll records for compliance with rules and regulations; reviews input documents, computer printouts, and related payroll records for accuracy; inputs payroll data using a computerized payroll processing and coding system; and resolves payroll record discrepancies.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Payroll Supervisor or the Controller.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Prepares payroll documents for Los Angeles County Human Resources Payroll Systems; reviews computer output documents for accuracy of payroll file data; inputs payroll information and codes following procedures and rules; determines the causes of errors and discrepancies in payments or records and makes appropriate recommendation for adjustments.

Applies rules and regulations to audit correct salary payments; review and checks payroll data from multiple sources to assure accuracy of salary payments, deductions, and illness and vacation balances; computes, verifies, and processes salary changes and adjustments.

Computes and prepares data for correction of salary payment problems; answers questions, provides solutions and assistance to employees and reporting departments assuring appropriate salaries are paid and that illness and vacation leave balances are posted correctly.

Enrolls employees in TSA, and balances monthly report.

Determines and sets-up salary and benefits tables in the County Human Resources System based on negotiated agreements.

Audits, post, and processes requests for payment in compliance with District payroll procedures.

Processes and makes adjustments for all federal and state taxes including FICA and Medicare and PERS and STRS retirement systems.

Makes arithmetic computations and checks various statistical tables and reports.

Applies District personnel policies, collective bargaining agreements, Board policies, administrative regulations, and Education Code to routine and other payroll questions.

Works cooperatively with Human Resources and Employee Benefits staff to process new employee assignment, status changes, and verifies information; using discretion and tact in the handling of confidential and sensitive payroll issues.

Prepares and types special lists and records.

## **EXAMPLES OF DUTIES (continued)**

Greets the college staff and others in persons or by telephone in a pleasant and helpful manner; responds to questions, problems and complaints in a sensitive and cooperative style; maintains harmonious operating conditions in a service-oriented environment, serving a multi-ethnic and multi-cultural population.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Federal, State, County, and District rules and regulations related to employee salaries and payroll deductions.

Time reporting and payroll processing procedures.

Effective oral and written communication.

Computer data entry for payroll processing.

### **Ability to:**

Operate a typewriter, calculator, computer terminal for data input and retrieval.

Learn, apply and explain payroll-related rules and regulations.

Post and make arithmetic computations.

Read, understand, and interpret ratified contract for academic and classified personnel.

Adapt readily to working with a variety of forms, documents, rules, regulations, instructions and procedures.

Work under the pressures of recurrent deadline with frequent interruption and rotate assignments periodically.

Understand and carry-out oral and written instructions.

Deal effectively with District personnel and others in a multi-cultural and multi-ethnic educational environment.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Five years of responsible payroll experience involving the preparation and issuing of payroll, including computation and auditing of salary payments and deductions using a computerized payroll system.

**EMPLOYMENT STANDARDS (continued)**

10 units of accounting.

14 additional units in business-related courses such as Computer Science, Finance or Business Administration OR three additional years of experience in working in payroll.

Computer software experience.

**Desirable Requirements:**

Experience with school and/or college accounting structure.

Bachelor's degree with a major in Accounting from an accredited college or university.