

## POSITION DESCRIPTION

Payroll Technician

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**Position** ..... Payroll Technician  
**Department/Site** ..... Finance and Administrative Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Payroll/Benefits Supervisor  
**Salary Range** ..... 38

### **Summary**

Analyzes, prepares, and performs clerical and technical accounting, financial data entry and recordkeeping activities involving the preparation, processing and maintenance of the College's payroll for academic, classified, hourly, management, and special payrolls. Prepares reports for external agencies including tax and retirement reporting.

### **Essential Duties and Responsibilities**

- Performs routine accounting duties involved in the processing of the payroll. Inputs and verifies payroll related computer input and output.
- Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, voluntary benefit deductions, and other payroll information, and submits changes that update master computer files. Verifies completeness of data.
- Posts onto a computer-aided data entry format, payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items. Audits payroll deductions and earnings registers for reasonableness and accuracy.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares any necessary adjustments.
- Prepares payroll documents such as hourly payrolls, federal withholding forms, retirement forms, payroll adjustments, and related spreadsheets.
- Receives, analyzes, and processes statutory benefits adjustments. Prepares reports to billing agencies and communications to affected employees.
- Audits time sheets or preliminary payroll lists to verify hours, rate of pay, and budget account number or monthly payroll. Audits or calculates balances of items such as sick leave, vacation, and personal leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts.
- Creates and maintains calendars in the county payroll system.
- Attends trainings offered by the Los Angeles County Office of Education and participates in system implementations and upgrades when applicable.
- Learns the new HCM system and takes part in implementation tasks.
- Processes state and federal payroll tax deposits for each payroll cycle, including taxable fringe benefit items.
- Uploads financial and retirement data to local server and to third-party plan administrator for each payroll processed.
- Prepares and sends annual certifications to retirees receiving the retiree cash-in-lieu benefit. Processes annual cash-in-lieu payroll warrants.
- Prepares payroll documents such as hourly payrolls, federal withholding forms, retirement forms, payroll adjustments, and related spreadsheets including the preparation of payroll schedules for auditors.

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- Receives, analyzes, and processes statutory benefits adjustments. Prepares reports to billing agencies and communications to affected employees.
- Distributes the monthly report of leave balances to each department as well as the annual accrual of vacation balances.
- Distributes warrants, yearly W-2 forms and retirement system statements, sick leave registers and other payroll documents as necessary.
- Answers questions or concerns from employees requiring explanation of calculations, rules and regulations governing payroll processing. Provides employees with necessary forms and assist employees with questions regarding payroll procedures, tax shelters and voluntary deductions. Assists employees with miscellaneous questions and requests.
- Coordinates the enforcement of levies, garnishments, and other withholding orders with the Los Angeles County Office of Education.
- Provides documentation for unemployment and disability claims.
- Completes and files monthly Bureau of Labor Statistics Report.
- Interacts closely with Human Resources, Budgeting, and other functions to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- Prepares employer information for court subpoenas. Responds to and sets up payroll adjustments for employee contributions, deductions, and other forms of salary reduction.
- Prepares payroll distributions for charging appropriate payroll costs to departments.
- Provides accounting data entry support to accounts payable, receivable, and general ledger.
- Identifies opportunities for improvement of payroll procedures to enhance efficiency and effectiveness of payroll operations.
- Prepares for review quarterly forms for employer's federal and state tax returns, unemployment insurance contribution return.
- Reconciles general ledger accounts and prepares and posts monthly and year-end journal entries.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **- Knowledge and Skills**

- Requires in-depth technical knowledge of the practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
- Requires knowledge of the laws and regulations governing payroll.
- Requires working knowledge of spreadsheet programs and in-depth procedural knowledge of the data entry system for payroll and other fiscal information.
- Requires sufficient knowledge of labor and other contracts to properly interpret and calculate salaries.
- Requires sufficient human relations skill to convey technical concepts to others and to exercise patience in frustrating exchanges of information.
- Requires sufficient writing skill to document conversation, prepare memos, and prepare procedures.

##### **- Abilities**

- Requires demonstrated ability and dexterity to enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10-key skills and calculators.
- Must be able to perform arithmetic operations quickly and accurately.
- Must be able to analyze and interpret compensation policies and procedures.

#### **Physical Abilities**

- Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment, visual acuity to recognize words and numbers, auditory ability to carry on conversations in person and over the phone.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of payroll or finance experience or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of payroll or finance experience.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed in an office environment with minimal exposure to health and safety considerations.