



CITY OF CHINO

Payroll Technician

Definition:

Under general supervision, performs highly responsible duties in the preparation, administration, and maintenance of City payroll transactions and records, ensuring that the payroll function is carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices; and does related work as assigned.

Class Characteristics:

The Payroll Technician classification is distinguished from other accounting support classifications by the specialization in performing as the lead worker in preparation of City payroll and related financial functions.

Essential Functions:

- Oversee and lead in the processing and preparation of the bi-weekly City payroll.
- Review timekeeping reports to identify and resolve errors in time reported; ensure availability of leave time reported; verify earnings and deductions; ensure payroll checks are calculated in accordance with legal requirements, City policies, and labor contract provisions; process stop payment requests and reissued checks.
- Verify and calculate overtime payments and verify, audit, edit, and process the final payroll, benefit program payables, and pay checks.
- Generate and check final payroll reports and registers; coordinate wire transfer of funds for direct deposit, payroll taxes, and employee deductions to various banking institutions.
- Ensure the timely and accurate posting of payroll to the financial accounting system.
- Process special payroll transactions, such as wage assignments and liens, advances, and other special payments; calculate and manually prepare special payroll transactions and pay checks.
- Ensure accurate reporting of changes in pay, payroll status, taxes, benefits, other deductions, retroactive pay adjustments, and terminations.
- Answer employee questions regarding payroll and benefits deductions by explaining requirements, policies, and procedures.
- Maintain various spreadsheets to track time and payments for designated purposes, including various City benefit programs.
- Reconcile and balance payroll accounts and process journal vouchers.
- Prepare journal vouchers for liability accounts, wage liens, garnishments, deposits for credit unions, direct bank deposits, and payroll taxes.
- Oversee the generation and mailing of monthly, quarterly, and annual payroll, retirement, and tax withholding information to federal and state government agencies and CalPERS; audit and balance accounts in preparation for

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generating tax reports; generate and reconcile year-end payroll reports; prepare and mail employee W-2 forms and related tax statements.

- Prepare payment requests and verify and reconcile payments to the City's health and benefit providers and resolve billing errors and discrepancies with providers.
- Confer with Human Resources Department on non-routine questions regarding employee benefits and individual employees regarding benefits, changes, and MOU implementation; serve as the payroll liaison with Information Services staff.
- Provide work direction and guidance to employees assisting in the payroll function.
- Prepare records and process claim forms for participation in the City's loan programs.
- Coordinate with Human Resources Department staff to provide payroll related information for employment verification requests.
- Maintain confidentiality of records and information.
- Responsible for the enforcement and maintenance of all payroll documents as they relate to the City's records retention policy.
- Provide assistance to the City's outside auditors on payroll related questions and matters.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Completed course work in accounting principles, methods and practices.

Experience:

- Three years of experience in an accounting position, with an emphasis in payroll processing and automated payroll-processing systems.
- Experience in a municipal payroll environment (highly desirable).

Considerable knowledge of:

- Procedures and practices governing payroll, time reporting, and related financial transactions.
- Office methods and practices.
- Basic principles of business mathematics and record keeping.
- Data processing systems/applications.

Ability to:

- Perform difficult clerical, financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.
- Recognize and correct computational errors.
- Accurately compare, post, and transfer numbers.
- Operate a variety of office equipment including a ten-key calculator by touch.
- Comprehend and apply written and oral instructions.
- Work safely, efficiently, and independently.
- Understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Assist others in related activity.
- Deal tactfully and courteously with internal and external customers.
- Operate a computer and use a variety of software programs.
- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information.

Special Requirements:

- Possess strong customer service skills.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 10/26/06

Replacing Payroll Technician classification specification dated 8/1/02.

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