



## **CITY OF CALEXICO**

### **CLASS TITLE: PAYROLL TECHNICIAN**

**MONTHLY: \$3,824- \$4,648**

**RANGE: G-26**

### **BASIC FUNCTION:**

Under the direction of the Finance Director, perform a variety of technical accounting duties in the preparation, processing and maintenance of City payrolls to assure employees are paid in an accurate and timely manner; prepare, process, maintain and assure accuracy of a variety of payroll information, records and reports; serve as a technical resource concerning assigned payroll functions.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in the preparation, processing and maintenance of City payrolls; assure employees are paid in an accurate and timely manner; receive, review, verify and process various payroll records and documents; calculate a variety of payroll-related data.

Receive, process and audit employee time cards and related information; verify proper authorizing signatures and calculations; input and adjust time card information including deductions into an assigned computer system; identify and resolve errors and discrepancies.

Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including salaries, deductions, garnishments, terminations, vacation and sick leave, names and other employee information.

Prepare and maintain a variety of records, reports and files related to employees, salaries, taxes, benefits, deductions, retirement and assigned activities; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Serve as a technical resource to employees concerning employee payroll functions; respond to inquiries and provide technical information concerning related transactions, deductions, forms, applications, programs, changes in status, requirements, practices, policies and procedures.

Compare and reconcile payroll register against employee time card information to assure accuracy of salaries, accruals and distribution of salaries; prepare and process employee paychecks for distribution; process vendor checks for payment such as garnishments, union dues and deductions.

Prepare, process and assure accuracy and completeness of a variety of required tax and retirement forms; compare and reconcile forms, statements, records, reports and other financial documents;

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identify, investigate and resolve financial issues, errors and discrepancies.

Communicate with City personnel, outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Assist in assuring assigned payroll and accounting functions comply with established standards, guidelines, requirements, laws, regulations, policies and procedures.

Compose and distribute a variety of payroll-related correspondence such as letters, memoranda, reports and other materials.

Assure mandated reports are completed in accordance with established time lines and requirements as assigned.

Process special payroll transactions such as corrections, changes and retroactive pay as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques involved in payroll preparation and processing.
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding, voluntary deductions and employee benefits.
- Verification and processing of payroll records and reports.
- Payroll policies and procedures.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

**ABILITY TO:**

- Perform a variety of technical accounting duties in the preparation, processing and maintenance of City payrolls to assure employees are paid in an accurate and timely manner.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll data.
- Review, process, evaluate and verify a variety of financial information.

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Identify, investigate and resolve financial errors and discrepancies.  
Process employee time information and related documents for City payrolls.  
Serve as a technical resource concerning payroll functions.  
Type or input data at an acceptable rate of speed.  
Process, compare and reconcile forms, statements, records, reports and other financial documents.  
Compare numbers and detect errors efficiently.  
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Operate standard office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Perform arithmetic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years clerical accounting experience including work with payroll functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.