

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Payroll Technician**

**DEFINITION**

Under general supervision performs a variety of difficult and complex payroll maintenance and recordkeeping duties, including filing tax reports and voluntary deduction reports, compliance with local, state, and federal regulations; processing involuntary deductions such as levies and garnishments; preparing accounting transactions and documents; documenting and updating procedures. Responds to questions and special requests from employees and regulatory agencies. May research laws and regulations regarding taxes and payroll withholding procedures. Will prepare special reports for management upon request.

**DISTINGUISHING CHARACTERISTICS**

This is a single-level class where employees within this class perform the full range of duties as assigned. The Payroll Technician performs difficult and complex assignments requiring the analysis and evaluation of payroll problems, application of broad knowledge of state and federal taxing laws and regulations; employee rights as specified in memoranda of understanding and decreed by federal and state law; understanding and application of correct policies and procedures, and the resolution of complex and multi-faceted payroll or tax problems. This position performs work assignments with considerable independence under general guidelines. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor or manager.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Reviews payroll records and updates information regarding Federal and State withholdings.

Gathers, organizes, and prepares a variety of information for the preparation of the District payroll.

Utilizing knowledge of project accounting, audits time records for accuracy and proper distribution of costs.

Audits, reviews, and adjusts payroll data concerning PTO and overtime balances.

Researches and corrects payroll discrepancies, including researching internal issues related to payroll systems; analyzes problems and makes or recommends corrections as needed.

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Reconciles all payroll accounts on a pay period, quarterly and annual basis, including calculating and reconciling earnings deductions and taxes.

Prepares and processes per regulations all disbursements for payroll and transmits to appropriate institutions, including deferred compensation, garnishments, liens, and others receiving monies from payroll withholdings.

Prepares periodic payroll reports and summaries for retirement systems and taxing authorities, including reviewing and assembling data related to quarterly reports.

Prepares periodic reports on wages paid; annually prepares and distributes W-2 forms.

Monitors, analyzes and interprets legislation related to the payroll function for District compliance.

Reading, interpreting and applying laws, regulations, policies and procedures.

Organizes, researches, and maintains confidential employee payroll records and files according to legal requirements and District retention policies; respond to payroll inquiries and assist District staff with payroll questions; researches information and corrects errors.

Responds to inquiries from the public and employees in person, by telephone, and/or in writing regarding areas of responsibility and initiates appropriate action to resolve problems. Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for District staff.

Responsible for verification of payroll tax tables according to legislative mandates and for verifying correct earning, deduction, and benefit levels according to various employment contracts and District Memorandum of Understanding.

Trains other District support staff in payroll processing and preparation functions.

Operates standard office equipment including word processing applications as assigned; performs duties using spreadsheet programs and other applications specific to assigned operations.

Prepares a variety of letters, correspondence and transmittals; prepares desk manuals and documents operating procedures related to areas of assignment.

Collaborates effectively with Information Technology and Finance colleagues.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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### **QUALIFICATIONS**

#### Knowledge of:

Purposes, methods, practices, and principles of the District payroll system. Laws, ordinances, statutes, and regulations controlling maintenance of payroll records and issuance of payments. Procedures and requirements for payroll deductions, including federal and state taxes, SDI, 125-cafeteria plans, and deferred compensation benefits. Proficient with all quarterly and yearend tax processing requirements. Computerized payroll and fiscal systems. Customer service principles and problem resolution techniques. Thorough understanding of benefits. Modern office practices and procedures, computer equipment and software applications. Business letter writing and report preparation. Processing payroll in a union environment with Memoranda of Understanding work rules. CalPERS reporting requirements. Detailed understanding of general ledger interface and project accounting principles.

#### Skill/Ability to:

Perform a variety of difficult and complex payroll maintenance and recordkeeping work. Accurately prepare and reconcile quarterly and annual tax filings. Learn provisions and requirements of various agency rules, MOU's, and procedures regarding payroll and benefits. Provide training and guidance for other fiscal recordkeeping support staff. Research, analyze, and evaluate information regarding payroll transactions and net payments. Carry out directions independent of close supervision, analyze data and situations accurately and adopt or recommend an effective course of action, detect payroll/benefit errors and how they affect the general ledger. Make arithmetic calculations quickly and accurately. Assist with preparation of a variety of finance reports and statements. Ability to maintain regular and predictable attendance. Skillfully use computerized payroll systems and software. Maintain good relations when explaining payroll procedures and systems to other District staff. Operate a personal computer for data entry, inquiry, and report generation. Review, apply and explain laws, policies, MOU regulations and procedures. Audit internal documents, procedures and reports. Maintain confidentiality of a wide range of sensitive information. Communicate clearly and concisely, both orally and in writing. 10-key calculator at advanced journey level. Advanced Microsoft Excel working knowledge. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 20 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

Four years of increasingly responsible work experience performing technical statistical and financial recordkeeping work, including at least three years maintaining and updating electronic payroll processing systems preferably in the public sector arena. Kronos time and attendance experience preferred.

Education:

Equivalent to an Associate's degree with coursework in accounting, finance or a related field.


**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certification:

Possession of a Fundamental Payroll Certification from the American Payroll Association.

 _____ Human Resources Authority	<u>04/15/2017</u> Date
Established: 04/07/2014 Revised: 4/15/2017 FLSA: Non-Exempt Unit: Non-Safety	