



respect - Communication - Integrity - Teamwork - family

PAYROLL TECHNICIAN

DEPARTMENT/DIVISION: Finance

GRADE: NR-7

GROUP: Non-Represented - Confidential

FLSA STATUS: Exempt

EFFECTIVE DATE: February 2015

SUMMARY

An employee in this position works under the immediate supervision of the Finance Officer. This employee performs complex technical work involved in the preparation and maintenance of City payroll records and reports, including compiling payroll data from time sheets, coding and balancing payroll system input forms, verifying, and reconciling benefit enrollments and payroll records, distributing paychecks, and answering payroll related questions for employees and supervisors.

An employee of this level is also assigned special projects and other duties of an accounting nature by the Finance Officer and/or the Senior Accountant.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Reviews time sheets for accuracy by using a calculator to add time worked, holiday pay, overtime and shift differential.

Compiles, codes, and transcribes such items as leave, vacations, benefit enrollments, benefit changes, withholding changes, voluntary deductions and salary advances using time sheets, code books and PAFs (personnel action forms).

Uses calculator to compute and prepare payroll summary reflecting all changes, additions deletions, and balances of current payroll. Calculations may be performed using a calculator or Microsoft Excel to input, calculate, and display payroll information.

Sorts and distributes payroll checks to organizational units. Prepares employee authorized direct bank deposits.

Completes payroll related report forms such as Federal and State quarterly withholding deposits and Workers Compensation payment transmittals.

Prepares W-2s and reconciles to the Federal and State quarterly reports.

Reconciles voluntary deduction checks for items such as AFLAC insurance, United Way, 401(k) and 457 contributions and distributes them to appropriate service providers.

Answers questions regarding payroll for employees and supervisors.

This position processes wage garnishments and prepares miscellaneous summary reports for union dues, credit union adjustments. Confirms the accuracy and completeness of enrollment applications for voluntary deductions.

Maintains files of payroll forms, records and printouts.

Performs month-end and year-end close out of computer applications.

Performs annual salary and benefit reconciliations at year-end for the auditors.

Performs various work papers in support of the City's CAFR including calculations of compensated absences at year-end and records to the General Ledger.

Special projects as assigned by the Finance Officer and/or Senior Accountant.

Due to the repetitive nature of the work, it is performed independently with the employee responsible for meeting established deadlines throughout the month, quarter or year. As information from the payroll system is incorporated into the accounting system, other supervisors review it for accuracy.

Employees in this position follow City accounting policies and procedures, State and Federal laws governing tax withholding, retirement, social security and workers compensation, salary administration provisions of union contracts, applicable tax laws, and IRS rulings.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or experience:

A.A. Degree in Accounting or equivalent experience performing accounting with a governmental entity; past payroll experience desirable; five (5) years of progressive experience working with the public, with demonstrated skills in customer relations; and two (2) years experience troubleshooting accounting/data processing systems.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic bookkeeping practices; customer service techniques, payroll process and procedures, payroll law, and accounting.

Skill in:

Using basic office equipment such as calculator, photo copy machine, fax machine, and computer keyboard; ten-key by touch and Microsoft Office Suite.

Ability to:

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio and percent; read analyze, and interpret, technical journals, financial reports, and related documents; respond to inquiries from the public and members of the business community; write simple correspondence; effectively present information one-on-one or in small group situations to other employees or the organization; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

