

PAYROLL TECHNICIAN

DEFINITION

Under supervision of the assigned supervisor/manager, perform a wide variety of responsible and complex technical duties in support of payrolls, retirement reporting and related functions.

TYPICAL DUTIES

Lead responsibility for the generation of assigned payrolls; review payroll and related data reported for individual employees; perform daily personnel audits, prepare personnel action sheets, and coordinate budget and leave accrual information with District/college departments; process correction and adjustments; establish payroll data for regular and temporary employees; maintain control totals; participate in the review of the total payroll processes; prepare correspondence to employees, retirement system reporting, and other payroll related communications; special projects which may encompass any aspect of the payroll reporting process; research retirement reporting, laws, and directives. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of experience related to the duties of the position; **OR**, two years of experience in Los Rios Community College District as a Payroll Clerk.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of 60 semester unit (90 quarter units) of course work with a concentration in financial record keeping, accounting, or related area. Additional qualifying experience may be substituted on a year-for-year basis for educational requirement.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Complex automated payroll systems; general and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; applicable federal, state, and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.