

CLASS SPECIFICATION



CLASS: Payroll Technician
ALLOCATION: Auditor-Controller Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED:

JOB SUMMARY:

Under direction performs a variety of technical financial and accounting duties related to county-wide payroll that require a specialized knowledge; performs the most difficult and responsible payroll responsibilities, which may include providing lead direction over assigned personnel and performing duties including, but not limited to, verifying and updating assessment tax roll information, leading the centralized county-wide payroll function, and assisting with the preparation of budget documents and performs other duties as assigned. Incumbents are required to be fully trained in all procedures related to assigned areas of responsibility.

This is the advanced journey administrative support level in the technical payroll accounting series.

CLASS CHARACTERISTICS:

This position reports directly to the Assistant Auditor-Controller. This class is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. This class is further distinguished from the Senior Accounting Technician by the level of specialization, and by the performance of county-wide payroll.

EXAMPLES OF DUTIES:

Essential:

- Leads the centralized payroll function which involves verifying and calculating payroll and reconciling a variety of reports related to payroll and benefits; provides training to County staff regarding payroll processes.
- Records and accurately receipts money from all sources into the County treasury.
- Reviews, verifies authorization and ensures accurate payment of all County expenditures.
- Verifies and updates assessment tax roll information, taxes collected and apportions the distribution of collected taxes to the proper taxing authority; performs changes, corrections and additions to the actual tax rolls; tracks roll corrections, penalties, payments and unpaid balances.
- Prepares monthly, quarterly and annual Federal, State and other reports regarding the assigned accounting and/or financial support function(s).
- Reviews and reconciles varied reports and journals and budget, payroll, tax, revenue or related financial or business data.
- Interprets applicable rules, regulations and laws related to area of assignment; interprets and applies tax laws and conditions to the public and representatives of other agencies.
- Receives, balances, reconciles, journals, and disburses fees, fines, forfeitures, and funds.
- Prepares and submits complex claims of programmatic expenditure to the state for reimbursement; tracks expenditures and allocates them to cost centers; estimates expenditures and reserves.
- Prepares legal documents and appears in Small Claims Court, seeking payment.
- Assists with the preparation of budget documents; reviews and monitors expenditures and reimbursements; projects a variety of estimated costs.
- Plans, coordinates and participates in the design, implementation and modification of a major, County-wide accounting or financial support function.
- Conducts and follows through on a variety of special projects, which may involve research, summarization of information and recommendations and the direction of staff on a part-time project basis.
- Analyzes and issues tax payments; documents, maintains, and monitors a variety of logs, procedures and processes to ensure accurate financial records.
- Assists with tracking information related to investments, including but not limited to, prices, trade date, issue date, and maturity date; prepares deposit for proceeds upon investment maturity.

- May plan, prioritize and review the work of staff assigned to a variety of accounting support duties.
- Provides staff training; works with employees to correct deficiencies.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Policies and procedures of the accounting or financial support function to which assigned.
- Applicable laws, codes and regulations.
- Business arithmetic, algebra, statistics, and their applications.
- Principles and practices of financial record keeping and bookkeeping.
- Principles and practices of auditing financial documents and records.
- Basic budgetary practices and terminology.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of technical and functional supervision and training.
- Techniques for working successfully with other employees in a lead capacity.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Performing the most complex technical accounting duties.
- Reading and explaining rules, policies and procedures.
- Interpreting, applying, and explaining applicable laws, codes and regulations.
- Analyzing and resolving varied financial office administrative problems.
- Organizing, researching and maintaining accounting and office files.
- Making accurate arithmetic calculations.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Preparing accurate and timely reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Providing lead direction over assigned staff; effectively train staff.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use initiative and independent judgment within established guidelines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with course work in accounting, bookkeeping, or a related field; and two years of experience at a level equivalent to the County's classification of Accounting Technician.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, experience in a public agency and/or experience performing large scale payroll accounting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Dean Sellers
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____