



PAYROLL TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, plan, organize and perform complex and highly detailed work in the preparation, review, and processing of payroll. Prepare, calculate, analyze, and file a variety of reports related to district payrolls. Assist human resources staff with defined and flexible benefits related to payroll.

DISTINGUISHING CHARACTERISTICS

Performs specialized work which requires unique knowledge and skills to process payrolls with accuracy and efficiency.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Plan, organize, and participate in the preparation of payrolls in accordance with established regulations, timelines, policies, and procedures; assure salaries are accurate and in compliance with all applicable regulations, policies, and collective bargaining agreements.
2. Set-up of new employee payroll accounts in the payroll information system and appropriate retirement system; updating the payroll information system, and assist employees with accessing payroll self-service.
3. Calculate individual pay information for employees; compute adjustments, payroll docks, and retroactive payments; balance and post information to the payroll system; process garnishments for State and federal tax agencies as required by law. Contact employees to make arrangements for repayment of overpayments or adjustments to previous pay warrants that were found to be inaccurate.

4. Reconcile monthly billings, file quarterly tax reports; assist with payment of unemployment insurance and workers' compensation taxes; establish deductions and deduction registers for insurance premiums, tax shelter annuities, organizational dues, other voluntary payroll deductions.
5. Assist senior payroll staff in the planning, organizing, and coordination of the payroll process; prepare and distribute information to employees regarding changes to the payroll process; ensure checks are canceled and reissued as needed in a timely manner. Initiate collaborative efforts to resolve any reported, perceived or confirmed pay errors.
6. Prepare, compute, and submit reports related to district payrolls, federal and State tax deductions, State disability and unemployment insurance, voluntary benefit deductions as required. Prepare and submit reports under the affordable care act and other agencies as required.
7. Audit hours for substitute, part-time faculty, temporary, and regular employees; monitor retiree wages to assure earnings or hour limitations are not exceeded; monitor employee hours and compensation for retirement system eligibility as appropriate.
8. Assist auditors with employee compensation information and other payroll data as required.
9. Provide retirement information for CalPERS and CalSTRS as required; maintain and provide information regarding costs for optional retirement programs and incentives; provide information and documentation of other payroll related costs.
10. Participate in payroll and retirement professional development and training to maintain proficiency as required.
11. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Pertinent federal, State, and local laws, codes, and regulations.
- Applicable policies, collective bargaining agreement clauses, and procedures regarding payroll processing.
- Laws and regulations governing tax deductions, and voluntary payroll deductions.
- CalSTRS and CalPERS regulations.

Classification: Payroll Technician / Range 20 / FLSA Status: non-exempt
Date Last Revised: August 2022 / Date Approved:

- Employee relations and organizational effectiveness strategies.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Mathematic concepts and simple descriptive statistical and research methods.
- Principals and procedures of confidential record keeping.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

Skills and Abilities To:

- Comprehend and use electronic payroll database systems.
- Plan, organize, and effectively process timely and accurate payrolls.
- Perform, interpret, apply, and communicate pertinent complex rules, regulations, policies, and procedures relating to payroll.
- Effectively communicate payroll information to employees and retirees.
- Maintain confidentiality of sensitive information.
- Make complex mathematical calculations related to payroll.
- Research, compile, analyze, and interpret information and data.
- Establish and maintain cooperative working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Meet critical deadlines while working with frequent interruptions.
- Work independently with minimal supervision.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Any combination equivalent to an associate degree in accounting, finance, or a related field and two years of payroll or accounting.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and

inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and possible dissatisfied individuals.