

Position Description

TITLE:	Payroll Technician	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Business Office	GRADE:	13

SUMMARY: Under general supervision, maintains accurate and processes payroll records.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Communicates with schools and departments assigned time-keepers to monitor time-cards.
- Maintains payroll information by collecting, calculating and entering data.
- Provides payroll information by answering employee's questions and requests.
- Protects payroll operations by keeping employee information confidential.
- Prepares deposits for direct deposit, payroll taxes and state retirement.
- Generates and transmits payroll file to County.
- Responds to and processes employee garnishments when received.
- Releases funds for direct deposit, state retirement, federal and state taxes.
- Prepares ending payroll verifications for state retirement.
- Processes W2's and submit required reports to the Internal Revenue Service.
- Assists in the completion of federal, state reports as required.
- Provides internal controls on systems, processes, and resources
- Perform other related tasks as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; **AND** three (3) years of experience in accounting and/or payroll; **OR** an equivalent combination of education, training, and experience.
- Experience with automated time management systems (i.e. Kronos) preferred.

Required Knowledge of:

- Principles and methods of time management.
- Payroll and accounting systems.
- General math skills and financial software
- Principles and procedures of recordkeeping, reporting and retention.
- District, School Board, and Department policies and procedures.

Required Skills in:

- Analyzing information and attention to detail.
- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Assessing, prioritizing and completing multiple tasks and demands simultaneously.
- Telephone etiquette.
- Practices methods involved in providing quality customer service.
- Working independently.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.

Reclassified 7/9/2019