

ACCOUNTING / PAYROLL TECHNICIAN - 2005

General Definition of Work:

Performs intermediate skilled technical work in the processing of the payroll and employee deductions; does related work as required. Work is performed under the regular supervision of the Accounting Supervisor.

Essential Functions/Typical Tasks:

Preparing and processing bi-weekly payroll; reviewing, verifying and entering personnel and payroll data; maintaining payroll records and files; preparing payroll reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Computes salary adjustments for promotions, demotions, reclassifications, terminations and other changes.
- Processes monthly retirement reports and updates and maintains files as necessary.
- Prepares bi-weekly remittances of direct deposits.
- Processes changes for taxes, insurance, direct deposits, health benefit options, name and location change.
- Enters information in the finance system and prepares and reviews verification reports.
- Performs all payroll tasks and responsibilities including verification and reconciliation of reports and ledgers and the printing and disbursement of checks.
- Computes all salary adjustments such as contract changes, garnishment and leave without pay.
- Prepares and verifies reconciliation report; balances all accounts to General Ledger.
- Briefs all employees on payroll procedures and benefits; prepares all appropriate documents and assists in completing forms.
- Responds to inquiries from employees on salary, tax, leave, benefits and other payroll issues.
- Prepares and reconciles W-2's and payroll tax reports for year end.
- Makes timely state and federal tax deposits.
- Processes bi-weekly time cards; reviews leave and overtime records.
- Operates data processing and other standard office equipment incident to maintaining financial and related records.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the payroll system and benefit program administration; thorough knowledge of bookkeeping terminology and methods; thorough knowledge of accounting theory and principles, and their application to accounting transactions; general knowledge of standard office procedures, practices and equipment; skill in the use of computer equipment; ability to establish and maintain effective working relationships with associates and the general public; ability to follow detailed and written instructions; ability to maintain complex financial records and prepare reports.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting and considerable experience involving the maintenance of payroll and financial records.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.