



CITY OF CITRUS HEIGHTS

PAYROLL TECHNICIAN

DEFINITION

To perform a variety of specialized technical level duties related to the processing of City-wide payroll; to serve as liaison to departments and City personnel, researching and responding to questions related to payroll; and to prepare and submit a variety of payroll related reports.

DISTINGUISHING CHARACTERISTICS

This is a single, advanced journey level classification distinguished by having a focus on administrative and technical tasks specific to the processing of payroll.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Coordinate and perform a variety of specialized and detailed duties involving the review and processing of City-wide payroll; perform manual calculations as necessary, ensuring integrity and accuracy of data.
- Analyze and reconcile payroll records; prepare, reconcile, and submit a variety of bi-weekly, monthly, quarterly and annual payroll reports, including but not limited to payroll taxes reports, retirement, deferred compensation, miscellaneous benefits, payroll deductions, and leave accruals.
- Balance and post payroll transactions to payroll ledgers and reconcile to accounting system; balance other financial, statistical and operational reports, statements and records.
- Ensure the accuracy of the City's payroll.
- Conduct detailed research and make corrections to calculations and payroll related reports.
- Assume lead responsibility in maintaining a variety of administrative, personnel, or financial systems, records, databases and files including HR processing within the Human Resources Information System (HRIS); ensure accurate and timely data entry.
- Establish and maintain a variety of files for employee and payroll records.
- Maintain records of payroll deductions; track and reconcile deductions.
- Determine schedules and timelines for payroll processes and preparation and submission of related reports.
- Implement and test payroll software system changes; consult with other City staff and outside vendors regarding software updates.
- Review and evaluate implications with other City staff regarding State and Federal regulations, CalPERS rules, memoranda of understanding (MOU) and other documents for their impact on payroll procedures and the payroll system.
- Provide information to City personnel regarding procedures and methods involved in entering and processing payroll data; receive, research, and respond to questions and concerns regarding payroll process.
- Perform the full range of technical accounting duties involved in the preparation, review, and maintenance of accounts payable, accounts receivable, permit processing, and/or cashiering; and preparation of schedules, reconciliations, and journal entries.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal and State laws, rules and regulations related to the processing of payroll.
- Methods and practices used in financial and statistical calculations.
- Computerized payroll procedures and practices including basic knowledge of database and system modifications.
- Research techniques.
- Modern office methods, procedures, computer equipment and computer software.
- English usage, spelling, grammar and punctuation; and mathematical calculations.
- Principles of records management.
- Principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- Principles and practices of good customer service.
- Principles and practices of safety management.

Ability to:

- Effectively coordinate and process the City's payroll, including reconciling all related payroll accounts.
- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues.
- Perform a variety of payroll calculations in an accurate and effective manner.
- Work in the absence of direct supervision; exercise initiative and sound judgment.
- Interpret, explain and apply State and Federal laws and MOU language, department and City policies, rules and regulations.
- Prepare a variety of State and Federal payroll reports.
- Receive and respond to employee questions.
- Maintain confidentiality regarding sensitive information.
- Update and test payroll software.
- Operate a personal computer utilizing modern office software at an intermediate to advanced level.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience processing payroll.

Training:

Equivalent to the completion of the twelfth grade. College level accounting courses desirable.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

File:	Payroll Technician
FLSA:	Non-Exempt
Created:	July 2014
Revised:	February 2020 October 2020 updated to include HR Processing