

PAYROLL TECHNICIAN I

GENERAL DESCRIPTION OF CLASS

Under the general direction of assigned supervisor - performs a wide variety of specialized and complex payroll and accounting duties requiring use of independent judgement and initiative to ensure the accurate, efficient, and timely processing of District transactions and services within rules and regulations set by the District, Labor Law, and Education Code; receives and responds to inquiries from faculty, staff, students and the general public regarding payroll and retirement program policies and procedures providing support; performs payroll calculations, balances and reports financial and statistical data.

DISTINGUISHING CHARACTERISTICS: The Payroll Technician I is the entry-level classification within the Payroll Technician series. The Payroll Technician I performs a variety of payroll functions under general supervision. The incumbent exercises independent judgement within well-established guidelines, policies, and procedures.

The Payroll Technician I is distinguished from the Payroll Technician II in that the latter is the journey-level classification within the Payroll Technician series. Payroll Technician II performs a variety of routine, non-routine, and specialized functions within the Payroll Department. The incumbent works under limited supervision and exercises a higher level of independent judgement in executing the essential responsibilities of the position.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Runs automated processes and calculations; performs data entry to receive, review, adjust, and record data including but not limited to hourly timesheets, contracts, absence reports, and additional payment request forms from various sources related to processing District payroll. *
2. Works closely with Human Resources to complete system setup on new employees including but not limited to taxes, benefit deductions, retirement plans, and direct deposit information; processes and maintains employee tax and benefit deduction changes, as applicable. *
3. Tracks and balances monthly hours worked under Federal Work Study, EOPS, Community Service, and/or the District; provides detailed data monthly to Financial Aid to ensure the accurate reporting requirements related to student work programs is conveyed to the necessary parties. *
4. Reviews data and verifies accuracy of pay rates, hours, salary calculations taxes, benefit deductions, processing codes, general ledger accounts, and employee eligibility; works with supervisors and/or budget managers and Human Resources to detect, identify, and correct discrepancies. *

5. Prepares remittance lists and vendor payments for benefit deductions, including but not limited to wage garnishments, dues, benefit programs, and voluntary contributions; generates retirement reports, enters adjustments and corrections, balances and submits along with vendor payments, as requested. *
6. Distributes checks and prepares electronic deposits, as appropriate. *
7. Prepares and processes paycheck cancellations, reversals, reissues, advances, and stop payments, as needed. *
8. Updates and maintains employee payroll records and related files in accordance with the record retention and disposal requirements for the Federal Government, State of California, and District policies and procedures. *
9. Receives and responds to inquiries from faculty, staff, students and the public regarding payroll information, policies, and procedures; ensures confidentiality of information received and provided. *
10. Ensures confidentiality when communicating with District personnel related to a variety of payroll concerns including but not limited to payroll garnishments, sick leave balances, tax and payroll deductions, payments, and monthly retirement reporting. *
11. Researches payroll records, as requested, in order to confirm or correct earnings, taxes, and deductions such as retirement contributions reported to external agencies. *
12. Provides information to federal, state, and private auditors as appropriate. *
13. Performs a variety of administrative responsibilities including but not limited to prepares and generates documents, correspondence, memoranda, letters, templates, standard reports, forms, charts, and spreadsheets. *
14. Prepares journal entries to record or correct budget figures for payroll related transactions. *
15. Audits, corrects, and maintains accurate payroll data in order to assist in the preparation of payments and reports for payroll taxes, leave plans, year-end W-2 forms, and District programs. *
16. Participates in the development and maintenance of payroll schedules and timelines related to payroll processing, direct deposit, paycheck disbursements, and various reports. *
17. Assists with processing and submission of monthly billings for medical, dental, vision, life, and income protection insurance benefits. *
18. Assists with calculating and posting leave usage and accruals from various sources for permanent records. *
19. Researches and verifies present and pending labor laws, California Education Code, District policies and procedures, and federal and state regulations governing payroll. *
20. Attends and participates in a variety of meetings, committees, trainings, workshops, and special events, as appropriate. *
21. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
22. May work closely with Human Resources and scheduling to track faculty contracts and subsequent changes including retroactive corrections to pay and/or sick leave.
23. May process and submit monthly billings for medical, dental, vision, life and income protection insurance benefits.
24. May assist with the preparation of payments and reports for payroll taxes, leave plans, year-end W-2 forms and other District programs.
25. May provide work direction to student workers and short-term, temporary employees.
26. May serve on a variety of District committees as requested.
27. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Associate degree* with coursework in accounting, business practices, or related discipline; **AND**
- Two (2) years of experience in an accounting or payroll department environment performing the duties and responsibilities directly related to those of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Experience with the use of information management or an automated payroll system.
- Experience processing large and complex payrolls.
- Experience with a public or government retirement system.
- Payroll or accounting experience in an educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training, and/or experience.)***Knowledge of**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Policies and procedures that govern payroll and payroll processing.
- Accounting procedures used in education and general ledger record keeping.
- Employer sponsored and state mandated retirement and capital accumulation programs.
- Automated systems related to an integrated/automated payroll system.
- Codes, regulations and tax laws.
- General accounting and payroll methods and procedures.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Modern accounting practices.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, communicate, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Maintain accurate payroll records and prepare accurate tax returns.
- Learn and apply laws and codes governing payroll and retirement systems in California.
- Understand contractual arrangements of the District and its employee groups.
- Prepare clear, complete, and concise financial records.
- Analyze payroll and accounting data to prepare financial statements.
- Learn the District's chart of accounts and reconcile payroll to general ledger.
- Conduct technical research, complete complex math computations.
- Extract and import data into formats to produce reports.
- Ensure the confidentiality or private information.
- Analyze, interpret and prepare payroll/benefit statements and reports.
- Use general accounting methods and procedures; develop appropriate methods to accomplish a variety of financial transactions.
- Prepare financial reports and summaries.
- Work accurately at a fast pace with frequent interruptions while meeting multiple demanding payroll schedules and timelines.
- Handle confidential and sensitive payroll and personnel issues with discretion and tact.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Communicate professionally in confrontational situations.
- Work with numbers, codes and symbols and make advanced mathematical calculations accurately.
- Analyze numerical records or transactions and identify deviations from applicable policies, rules, procedures, laws, ordinances, codes and agreements.
- Analyze technical problems and prepare comprehensive, clear and concise reports and recommendations.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work independently with only occasional supervision.

- Work with diverse populations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary staff.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.