

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Payroll Technician

**Department:** Fiscal Services

**Location:** District Office

**Date:** June 13, 2018

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**POSITION PURPOSE**

Under the direction of Assistant Director of Fiscal Services or assigned administrator, the Payroll Technician performs technical duties in the preparation, processing and maintenance of the College's payroll for academic, classified, hourly, and special payrolls; prepares, maintains and reconciles a variety of records and reports as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Payroll Technician requires specific training in the computation of a variety of technical/clerical payroll transactions, working knowledge of payroll-related computer programs such as Ellucian, payroll posting procedures, and general accounting data entry. Advancement to Payroll Coordinator requires the ability to integrate all aspects of the payroll, train others, and audit computer-aided payroll systems.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Prepares, monitors, and generates payroll for assigned employee groups including academic, classified, temporary, and student employees.
2. Reviews timesheets and reconciles the totals and balances. Records changes in salaries, deductions, and other payroll information and submits changes that update master computer files. Verifies completeness of data.
3. Posts payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items. Audit payroll deductions and earnings registers for reasonableness and accuracy.
4. Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares any necessary adjustments.
5. Administers 403(b) and/or 457 tax shelter authorizations for payroll deductions and routes requests for loan and withdrawals for appropriate approval.
6. Administers levies, advances, garnishments and other adjustment as needed; assists in reconciliation of cash and account payable to the payroll system.
7. Prepares a variety of payroll documents such as, but not limited to, edits to and manual warrants, hourly payrolls, federal withholding forms, retirement forms,
8. Audits time sheets, attendance reports or preliminary payroll lists to verify hours, rate of pay, and budget account number or monthly payroll. Audits or calculates balances of items such as sick leave, vacation, and personal leave, and ensures deductions are made accordingly. Verifies all transactions were posted to correct accounts.
9. Distributes warrants, yearly W-2 forms and retirement system statements, sick leave registers and other payroll documents as necessary.
10. Answers questions or concerns from employees requiring explanation of calculations, rules and regulations governing District payroll processing. Provides employees with necessary forms and assist employees with questions regarding payroll procedures, tax shelters and voluntary

deductions. Assists employees with miscellaneous questions and requests.

11. Interacts closely with Human Resources, Budgeting, and other District functions to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
12. Prepares employer information for court subpoenas. Responds to and sets up payroll adjustments for garnishments and other forms of salary reduction.
13. May prepare payroll distributions such as journal vouchers for charging appropriate payroll costs to departments.
14. May provide accounting data entry support to accounts payable, receivable, and general ledger.
15. Performs other duties related to the job classification.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Preparation, maintenance, verification and processing of payroll records.
2. Laws, regulations, and procedures that govern payroll and payroll processing.
3. In-depth technical knowledge of payroll accounting practices, terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
4. Working knowledge of spreadsheet programs and in-depth procedural knowledge of the data entry system for payroll and other fiscal information.
5. Sufficient knowledge of labor and other contracts to properly interpret and calculate salaries.
6. Sufficient human relation skill to convey personal and technical information to others and to exercise patience in frustrating exchange of information.
7. Sufficient writing skill to document conversation, prepare memos. And prepare procedures.
8. Sufficient math skills compute and segregate payroll and related accounting information.

### **Skills and Ability to:**

1. Enter data onto standardized formats within computerized database program using keyboards, basic keyboarding or 10-jey sills and calculators.
2. Perform arithmetic operations quickly and accurately.
3. Analyze and interpret payroll and compensation policies and procedures.
4. Use a range of personal computer software such as spreadsheets, word processing, and databases.
5. Establish and maintain cooperative working relationships with those contacted during the course of work.
6. Analyze situations and implement effective solutions.

### **Experience and Education:**

1. Associate's degree in accounting, finance or related field.
2. Three years' experience in the maintenance of financial or statistical records.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

## **WORKINGS CONDITIONS**

### **Physical Demands:**

1. Requires sufficient hand-eye coordination to use a personal computer keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

Board Approved: 6/12/18

Salary Range: 98 (reclassified from 88)

EEO Category: 2B3 – Technical/Para-professionals