

JOB DESCRIPTION



PAYROLL OFFICER

DEFINITION

Under direct supervision of the Finance Director, performs various complex accounting functions which include processing payroll, developing various reports by researching and gathering information, statistics, etc., maintaining confidential payroll records, filing payroll tax returns, collecting, organizing and reporting financial information used in audits, budget development, and other duties as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Performs timesheet calculation and data entry; benefit deduction calculation and maintenance, PERS reporting & file maintenance, manual checks, pay increases, wage garnishments, workers' compensation payments, deferred compensation maintenance, direct deposit submission, and distributes paychecks. (E,M)
- Processes payroll audits, unemployment claims, employment verifications, sick & vacation accruals, and employee correspondence. (E)
- Maintains records and filing system for payroll department in a confidential manner, including employee files, wage garnishments, taxes, payroll reports, Memoranda of Understanding, union payments, workers' compensation payments, and deferred compensation plans. (E,M)
- Payroll tax deposits, manual tax calculations/reconciliations, quarterly and annual tax reporting, W-2 processing, and current tax compliances. (E)
- Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.
- Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports. (E)
- Other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Financial record keeping, bookkeeping and governmental accounting principles and practices.
- Policies and procedures, codes, ordinances, and Memorandums of Understanding.
- MS Excel, MS Word, Outlook, and Internet Explorer, AS400 file extraction, and electronic file transmission (via internet).
- Basic principles and practices of accounting.
- Record keeping, report preparation, filing methods and records management techniques.

Ability to:

- Prepare accurate, complete, and timely payroll and file maintenance in a confidential manner.
- Communicate effectively and courteously with employees, Management personnel and other reporting agencies.
- Ability to read and comprehend written instructions, routine correspondence and memos.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Work independently, with strong planning, organization, and execution skills.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Use a typewriter and/or word processing software and equipment.
- Operate and maintain general office machines such as ten-key, copiers, facsimile machines, and telephone.

- Use a computer to accurately and rapidly enter and retrieve data and information.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply administrative or departmental policies and applicable laws and regulations.
- Ability to frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Education and Experience:

High school diploma or general education degree (GED) required; two-year certificate from college or technical school, and two to four years of experience performing bookkeeping, accounting and payroll functions; or any equivalent combination of education and experience that would provide the required knowledge and abilities would be qualifying.

- Experience processing municipal or governmental agency payroll is desirable; AS400 experience preferred.

Necessary Special Requirements:

- **In addition to the required job application, each applicant is requested to submit a copy of a complex spreadsheet which they recently created.**
- Possession of a valid Class C California Driver's License.

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