

College of the Siskiyou
Job Description

Job Title: Payroll Technician

FLSA: Non-Exempt

Group: Classified

Salary Class: J

Salary Schedule: Classified

Job Summary

Under the general direction and supervision of the Director of Accounting, perform specialized duties in the preparation and maintenance of certificated, classified and student payroll records.

Class Characteristics

Perform various duties regarding payroll and accounting including the distribution of payroll warrants; provide continuity in the payroll process. Receive limited supervision within a broad framework of standard policies and procedures. Interact with and provide for customer needs as appropriate.

Essential Duties and Responsibilities include the following

Provide weekly payroll for summer camp and monthly payroll for all college employees including administrators, academic subject area instructors, adjuncts, classified, work study and student employees.

Verify new employment, status change, termination, and other related information reported on the source documents.

Prepare regular and special payrolls including manual and supplemental warrants for certificated and classified personnel.

Prepare STRS and PERS retirement reports; reconcile membership eligibility, earnings and service credit with state agencies.

Prepare tax and other related reports as required.

Audit accuracy of data for monthly employees such as salary pay rates, codes, computations, effective dates of employment and other relevant data.

Maintain employee payroll files; post appropriate information as received; verify.

Calculate all p/r exceptions and special handling requirements including professional growth awards, retroactive salary increases, workers' compensation, garnishments, seniority lists, etc.

Communicate payroll procedures and processes to employees; respond to questions or identify appropriate source for answer.

Maintain payroll office operations and procedures under the supervision of the Director of Accounting.

Calculate and maintain various leave records for employees in accordance with policy and legal requirements; prepare reports as required.

Maintain payroll fringe benefit summary reports for accountants; maintain payroll office files; provide employees with annual W-2 forms.

Audit hourly pay claims for accuracy of hours and pay rates; extend pay claims.

Operate a variety of office and accounting machines including the typewriter, calculator, computer, and peripheral equipment.

Receive all employment verifications and maintain correspondence files with highly confidential agencies.

Assist Director of Accounting with auditing and preparation of vendor checks for each payroll.

Perform other related duties.

Provide positive campus and community relations by working effectively with faculty, staff and students.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of approximately one year of college level work in accounting, bookkeeping or related fields, and two years of experience in a payroll setting in a public or private institution. Community College experience is desirable.

Knowledge: Knowledge of basic principles, methods and practices of bookkeeping and financial record keeping; accounting methods and requirements of state, federal, county and college payroll systems and deductions; PERS and STRS; operation of computers and standard office machines; computer programs; office skills.

Ability: Ability to perform complex bookkeeping functions; organize data and prepare worksheets and reports; type accurately; communicate effectively in written and oral form; make discretionary decisions; understand and carry out both oral and written directions in an independent manner; work effectively under stress; use appropriate and correct English, spelling, grammar and punctuation; operate modern technological equipment; perform arithmetical calculations with speed and accuracy; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels or supplies; Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of automobile insurance based on DMV regulations.

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