

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PAYROLL TECHNICIAN

Salary Range 17

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, performs a variety of complex and technical payroll-related duties to assure that District employees are paid according to established guidelines in a timely manner; process payroll records and monitor data related to District employees; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Prepares, distributes and maintains a variety of time reporting documents, including timesheets and overtime summary forms to ensure compliance with education and labor laws and regulations. (E)
- Reviews time sheets and records to assure accuracy and completeness; avoids duplication of hours charged and verifies proper authorizing signatures. (E)
- Inputs a variety of employee related data into HRS automated personnel/payroll system including accounting codes, changes in employee data, assignments, deductions and status, new hires and salary withholding information. (E)
- Receives and audits District time reports for classified or certificated employees; reviews, verifies and tabulates hours worked and audits for compliance with payroll rules and contract language. (E)
- Posts, arranges, and balances financial and payroll records; prepares and maintains payroll files, journals, ledgers, spreadsheets, accounts and other financial records; assists with revisions and adjustments of salary schedules including calculation and data in put; monitors and processes individual and unit advancements on the salary schedules. (E)
- Communicates with District administrators, staff, and faculty in person and on the phone; resolves payroll discrepancies and provides information concerning salaries, deductions, earned vacation and sick days and voluntary deductions. (E)
- Distributes pay warrants; computes and reconciles billings for payments from voluntary deductions. (E)
- Provides verifications of employment both oral and written. (E)
- Communicates with County offices and State agencies to clarify payroll procedures and exchange information. (E)
- Prepares a variety of payroll-related reports including sick leave and vacation reports, year-to-date tax earnings, deferred pay and sub report, payroll registers, employee payroll files and others as assigned. (E)
- Operates a computer system to input a variety of information related to payroll activities and functions including entering new employee information; learns and operates related software. (E)
- Maintains detailed permanent records on employees regarding accumulation and use of sick leave, vacation and other paid and unpaid leaves; posts and processes garnishments as assigned. (E)
- Prepares supplemental and payrolls and adjustments for employees that submit late time sheets and for other retroactive and/or irregular or non-recurring payments. (E)
- Operates a variety of office machines and equipment as assigned.
- Performs clerical duties such as typing, filing and answering telephones as needed.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in accounting and three years increasingly responsible payroll, accounting and financial record-keeping experience.

KNOWLEDGE OF:

Principles, methods, procedures and terminology used in payroll processing work.
District payroll policies *and* procedures.

PAYROLL TECHNICIAN, continued

Automated Personnel/Payroll system.
Methods and practices of payroll recordkeeping.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Applicable sections of State Education Code, bargaining unit agreements and other applicable laws.
Interpersonal skills demonstrating tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer.
Oral and written communication skills.

ABILITY TO:

Perform a variety of Payroll/Accounting duties involving independent judgment and initiative.
Learn applicable sections of the current negotiated labor contracts, State Education Code and other applicable laws and regulations.
Compile, organize, tabulate and file data.
Maintain detailed records for a variety of classified, certificated or substitute personnel.
Prepare statistical and financial reports.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Type at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Accurately complete work with numerous interruptions that occur while providing customer service to employees and outside agencies.
Work confidentially with discretion.
Operate a variety of office machines.
Work independently with minimal direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, employees, student and hourly workers.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.