

METRO

Classification Description

TITLE: Payroll Technician I

Class No: 6019

Bargaining Unit: AFSCME 3580

Salary Range: 04N

Established: July 2007

FLSA: Non-Exempt

Revised:

Classification Summary:

Processes semi-monthly payroll to correctly deliver pay to employees and deductions to appropriate provider(s). Verifies, examines, codes and processes payroll records. Maintains financial records related to payroll.

Supervision Received:

Daily oversight is received from the Payroll Specialist. Supervision is received from the Payroll and Benefits Manager.

Supervision Exercised:

None

Distinguishing Features:

The Payroll Technician I classification is distinguished by performance of standardized entry-level payroll processing tasks within established procedures and policies.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee in this classification may be expected to perform.

1. Assembles, sorts, tabulates, codes, records and files payroll data.
2. Enters payroll information into automated financial system.
3. Types miscellaneous correspondence and reports.
4. Performs general office duties such as filing and photocopying, etc.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and one year of clerical experience, which involves financial recordkeeping or basic accounting; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

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1. Working knowledge of basic accounting principles and techniques.
2. Working knowledge of office methods and procedures.
3. Knowledge of and ability to learn to operate basic functions of a computerized record keeping system.
4. Ability to understand and apply established procedures and guidelines to the keeping of payroll accounts and records.
5. Ability to make arithmetic calculations rapidly and accurately.
6. Ability to operate a variety of office equipment such as a calculator, PC and postage machine.
7. Ability to work effectively with other Metro staff.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Requires good general hearing (both in person and over the phone), continuous sitting, fingering, feeling and repetitive motions of the hands and/or wrists. May also require frequent talking (both in person and over the phone), reaching, feeling and handling and occasional standing, walking or bending, and the ability to lift and/or carry up to 25 pounds.