

METRO

Classification Description

TITLE: Payroll Technician II

Class No: 6020

Bargaining Unit: AFSCME 3580

Salary Range: 07N

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 a Lead or Supervisor. Overall supervision is received from the Payroll and Benefits Manager.

Supervision Exercised:

None

Distinguishing Features:

The Payroll Technician II classification is distinguished from the Payroll Technician 1 classification by the increased responsibility for independently performing more technical and complex payroll functions within broadly defined guidelines.

Essential Functions:

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

1. Assumes responsibility for a complex, Metro-wide payroll function; prepares, maintains and verifies all routed records or reports.
2. Reconciles Kronos data with Peoplesoft Audit Report.
3. Maintains knowledge of evolving payroll laws, rules, and contract terms to assure accuracy of payroll.
4. Print and review payroll reports to assure accuracy of payroll.
5. Create and run Peoplesoft queries to resolve payroll issues.
6. Respond promptly and professionally to employee requests for information about payroll amounts or processes.
7. Calculate the amount of pay per employee, taking into account, union dues, garnishments, etc...
8. Produce off-cycle paychecks as required.

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9. Calculates, edits, posts and verifies data to produce regular or special summaries; balances reports or other records.
10. Accumulates and classifies data from varied sources to make summary reports as required: analyzes by determining variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data.
11. Responds to a variety of departmental, vendor and public requests for information about payroll and leave balances; provides requested information when authorized or refers to appropriate individual for response.
12. Inputs, reviews and controls payroll information on a computerized financial system.
13. Types and edits correspondence, reports and statistical information using a PC. May perform general office duties such as filing, copying and faxing, etc., as needed.
14. Assists in developing procedures and reporting formats to establish or improve specific accounting processes.

Secondary Functions:

1. Performs all other duties as assigned.

Job Specifications:

Requires a high school diploma or G.E.D., the equivalent of two years of college or vocational courses in accounting and business, and two years of accounting experience applicable to the assigned area; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Other requirements include, but are not limited to:

1. Knowledge of laws, rules, polices, contract provisions and procedures that impact Metro's payroll administration.
2. Knowledge of double entry accounting principles and practices.
3. General knowledge of governmental accounting practices.
4. Knowledge of modern office methods and ability to operate standard office equipment such as a 10-key, calculator, photocopier, fax machine and PC.
5. Ability to accurately apply fundamental accounting principles to the keeping of detailed account records and the preparation of financial reports utilizing PC spreadsheets and databases.
6. Ability to organize and prioritize work to meet deadlines and demands of peak season workloads.
7. Ability to make arithmetic calculations rapidly and accurately.

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. These positions must be able to work under deadlines and produce accurate results consistently.