

TITLE: Payroll Technician

DEPARTMENT: Payroll

REPORTS TO: Director of Payroll/Budget

POSITION SUMMARY: The job of Payroll Technician is done for the purpose/s of processing employee payroll; providing information to new and current employees, providers and/or administrators; resolving employee benefit, retirement, reporting and reconciliation issues.

ESSENTIAL FUNCTIONS:

- Develops employee and substitute payroll information for entry into county payment system for the purpose of ensuring accurate information for reporting/compliance purposes.
- Distributes documents (e.g. new/change forms, flyers, COBRA, FMLA and retirement forms, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a wide variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Maintains a variety of fiscal information, files and records (e.g. payroll, employee attendance, eligible sick leave and vacation, withholding information, etc.) for the purpose of providing information for reporting and/or decision making.
- Prepares a variety of reports (e.g. state and federal reports, benefit and wage statements, etc.) for the purpose of providing written support and/or conveying information to district personnel, local, county, state and/or federal agencies.
- Processes a variety of information (e.g. COBRA, FMLA and retirement benefits, medical, dental and vision eligibility, etc.) for the purpose of documenting and disseminating information to appropriate parties.
- Processes documentation for requests from outside agencies/parties (e.g. court ordered adjustments, job verifications, subpoena of payroll records, etc.) for the purpose of ensuring timely and accurate compliance with request.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, step status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding various procedures and requirements (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews contracts, regulations, legal releases for the purpose of ensuring compliance with district, local, county, state and federal requirements.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to payroll and benefits; operating standard office equipment including utilizing pertinent software applications such as Microsoft Word, Excel, Quicken and Outlook; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical

problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: state and federal regulations regarding payroll management, and benefit entitlements (e.g. ADA, FMLA, COBRA, etc.).

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; adapting to changing work environment and/or priorities; being attentive to detail; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services..

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date