

YUBA COMMUNITY COLLEGE DISTRICT

POSITION TITLE: PAYROLL TECHNICIAN
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: DISTRICT OFFICE

BASIC FUNCTION: Under the direction of the Chief Business Officer and his/her designee, performs technical and complex payroll accounting duties involving financial and statistical record-keeping in payroll; assure the timely preparation and distribution of financial and statistical reports and records for the Payroll Department. Calculates, balances and reports financial and statistical data. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: The Payroll Technician classification performs a myriad of complex payroll duties to support the payroll function operations of the district. Incumbents assigned to the classification of Payroll Technician perform more technical and complex accounting duties and exercise independent judgment over an established payroll function.

REPRESENTATIVE DUTIES:

Works with the Office of Human Resources team to establish and maintain the confidential permanent electronic payroll files for all employees of the District; including retirement systems, mandated and fringe benefits and deductions; (E)

Processes pay confirmations for all extra pay and part-time instructors, students and temporary employees; provides in-depth, technical advice and guidance to all levels of management and staff on the payroll processes including electronic timecard entry; (E)

Processes garnishments in accordance with applicable rules and regulations. (E)

Reviews, analyzes and processes the student course/section information, as it relates to the payroll function, to insure the integrity of that information for accurate entry into the payroll software system. (E)

Processes and compiles payroll data, which includes hours worked, overtime earnings, gross pay, deductions, required withholdings and net earnings. (E)

Records employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records. (E)

Processes and distributes employee paychecks and statements of earnings and deductions. (E)

Calculates and communicates changes in payroll practices, such as a holiday that could change the normal pay day or end of the pay period. (E)

Performs monthly reconciliation of payroll and audit including the reporting of STRS, CalPERS and payroll tax reports to Federal, State, and Local Entities. (E)

Maintains policies and procedures supporting payroll tax filing process. (E)

Prepares remittance lists and vendor payments for benefit/deductions, including but not limited to, wage garnishments, dues, benefit programs and voluntary contributions; generates retirement reports, enters adjustments and corrections, balances and submits along with vendor payments as requested. (E)

Prepares and processes paycheck cancelations, reversals, reissues, advances and stop payments, as necessary. (E)

Operates a variety of office equipment, to include computers, calculators, copiers and multi-line telephones; performs various clerical functions, including but not limited to, typing correspondence, researching and compiling data for reports and forms, copying and filing documents, faxing information, developing and maintaining files and electronic spreadsheets, performing data entry and using a variety of computer applications. (E)

Assists in developing, maintaining and adhering to schedules and deadlines for processing payrolls, direct deposits, paycheck disbursements and various reports. (E)

Participates in data collection activity in support of Audit Requests (internal/external). (E)

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDE OF:

Applicable sections of the State Education Code and other federal, State, County and District laws, policies, rules and regulations.

Technical aspects of payroll.

District organization, operations, policies and objectives.

Applicable accounting practices and procedures.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Electronic data processing techniques and capabilities.

Experience working with all levels of employees, vendors and governmental agencies.

Demonstrated knowledge of payroll rules and regulations, garnishments, payroll calculations, and California labor laws

Fundamentals of Payroll Certification (FPC)/Certified Payroll Professional (CPP) desired

ABILITY TO:

Ability to create, run and analyze auditing reports.

Ability to work with external auditors.

Strong customer services and effective communication skills

Effectively process HRIS and payroll data to transition seamlessly during the lifecycle of an employee.

Strong attention to detail in an ever-changing environment.

Ability to comply with SOX requirements.

Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting College operations

Utilize databases and spreadsheets for financial analysis

Establish and work to accomplish approved District/College goals and objectives

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work confidentially with discretion

Learn District/College organization, operations, policies and objectives

EDUCATIONS AND EXPERIENCE: Any combination equivalent to an Associates or equivalent with 4 years of accounting or payroll experience

ENVIRONMENT:

Typical office environment

Revised: 3/23/22

Subject to constant interruptions

PHYSICAL ABILITIES:

Communicating to exchange information and make presentations

Reading a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Bending at the waist, kneeling or crouching

Drive to required sites

Reaching overhead, above the shoulders and horizontally

Lifting and carrying objects that weight up to ten (10) pounds