



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### SENIOR PAYROLL TECHNICIAN

A Classified Position

[Grade 28 – Salary Schedule 60](#)

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#### A. General Statement

A Senior Payroll Technician performs complex and detailed accounting clerical work relating to auditing, processing, and maintaining manual and online employee payroll and related employment records in a central district finance department. The Senior Payroll Technician exercises independent judgment while initiating and coordinating office procedures and strict timelines for the monthly payroll. Under direction, the Senior Payroll Technician performs the required auditing, processing, adjusting, coding, balancing, extending, summarizing, and maintenance of manual and online employee payroll records. Public contact is extensive and involves college and district staff, faculty, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A moderate degree of independent judgment and creativity are required to apply well-prescribed procedures to auditing and comparisons of data and to data entry, as well as to resolve frequent minor and occasional major problems that may occur. Consequences of errors in judgment can be costly in employee time and in money. The Senior Payroll Technician may lead the work of student assistants and other staff as assigned.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with college staff and others regarding payroll matters such as set-up of online and manual payroll documentation, temporary and regular employee payroll files, pay rate and work hour adjustments, overpayments and amounts due, retirement system enrollment, voluntary and mandatory deductions, salary calculations and other related matters, as well as to provide and/or interpret operating policies and procedures
2. Collects, audits, and verifies accuracy of source documents related to employee files and compensation, including pay rates, salary computations, employee status, benefit/deductions, processing and account codes, hours and dates, and employee eligibility
3. Processes wage garnishments, dues, benefit programs and voluntary contributions, paycheck cancellations, reversals, reissues, advances, and stop payments as necessary

4. Audits, corrects, and maintains accurate payroll data in order to assist with the preparation of payments and reports for payroll taxes, leave plans, year-end W-2 forms, District programs, etc.
5. Collects, audits, posts, balances, summarizes, and distributes pay warrants and processes off-schedule pay warrants as required
6. Sets up and maintains temporary and regular employee payroll records and related online and manual files in accordance with the record retention and disposal requirements established by District policies and procedures and Federal and State regulations
7. Posts statistical data, cancellations and revisions of journals and ledgers
8. Provides information to federal, state, and private auditors as requested and required
9. Compiles payroll and related source documents for a variety of special and regular reports
10. Operates a variety of office equipment, including computers, calculators, copiers, telephones
11. Uses a database to enter, modify, research, retrieve, and format data for payroll processing, financial, statistical, and other documentation and reports
12. Uses a variety of computer software to compose and prepare a variety of correspondence, spreadsheets, memoranda, and reports as assigned
13. Researches and keeps informed of present and pending labor laws, California Education Code, District policies and procedures and federal and state regulations governing payroll
14. Assists in developing, maintaining, and adhering to schedules and deadlines for processing payrolls, direct deposits, pay warrant disbursements, and various reports
15. Serves on a variety of District committees as requests; attends meetings, workshops and trainings as requested
16. Performs other related duties as assigned

**C. Requirements**

1. Associate's degree or the equivalent in business administration, accounting, or a closely related field
2. Successful large and complex payroll or related accounting clerical experience of increasing responsibility using an information management or an automated payroll system
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience with the organization and maintenance of electronic and manual files and records
5. Experience with computer data entry, modification, and retrieval
6. Demonstrated skill in using spreadsheet and other computer software to compile data and prepare reports, correspondence and memoranda
7. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
8. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

**D. Physical/Other Requirements**

This classification requires sensitive oral and written communication; attention to detail; visual acuity; data comparison; flexibility and adaptability; manual dexterity; tact and discretion; multi-tasking; working under deadline pressure; and patience in order to perform the essential functions.

**E. Knowledge, Skills & Abilities**

1. Knowledge of general accounting clerical principles and procedures, preferably as used in public agencies
2. Knowledge of general principles of fund accounting
3. Skill in working accurately with financial and statistical data
4. Skill in comparing data and applying prescribed policies and procedures to accurately audit and code a variety of documents
5. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. Skill in entering, modifying and retrieving data using a computer
7. Skill in written and oral communication, including public speaking
8. Skill in using spreadsheet, word processing and other computer software to compose and prepare tracking tools, reports, correspondence and memoranda
9. Skill in working effectively as part of a customer service team
10. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
11. Ability to coordinate, anticipate, and resolve workload issues and problems
12. Skill in working accurately under deadline pressure
13. Ability to adapt effectively to changes in procedures and delivery of customer services

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