VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Payroll Supervisor, perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information, process special payroll activities.

DISTINGUISHING CHARACTERISTICS:

A Payroll Technician is assigned payroll duties of a less complex and more routine nature than those of a Senior Payroll Technician. A Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy.

REPRESENTATIVE DUTIES:

Perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information; assure proper financial controls and practices are consistent with accepted accounting principles, Fair Labor Standards Act (FLSA), contracts, board policies and Personnel Commission rules. E

Prepare, monitor and generate payroll for assigned employee groups including faculty, classified, temporary and student employees; process special payroll activities. E

Review and process time reports submitted for accuracy; verify and enter necessary corrections, adjustments or revisions to payroll as needed; calculate deductions and benefits for casual employees eligible for retirement benefits; make proper adjustments in employee salaries regarding overtime, change of status, step increase, additional hours leave accounting, and other salary adjustments according to established policies, procedures, rules and regulations. E

Process employee tax sheltered contribution and reconcile with the monthly billings from annuity companies; calculate garnishments and levies required by government agencies; calculate federal and state payroll taxes for academic, classified and student payroll and make wire transfers as needed; reconcile and process appropriate quarterly reports required by IRS and union; assure STRS and PERS data is accurate for monthly reporting; submit reports to appropriate agency or department. E

Calculate and process levies, advances, garnishments and other adjustments as needed; monitor sick leave; maintain a system to track the maximum allowed vacation and compensatory time hours of classified employees; maintain and audit leave accounting for academic employees and make necessary adjustment according to employee contracts and time sheets. E
PAYROLL TECHNICIAN (continued)

Prepare, balance and maintain various payroll reports, records and spreadsheets; prepare the payroll reports and submit to appropriate staff for review and approval; reconcile monthly payroll balances.  

Establish and maintain a system to track status of workers’ compensation claims; communicate with Risk Management personnel; audit and maintain compensated paid hour and non-compensated hours; perform accurate calculation of litigated and non-litigated cases of reimbursement from insurance company to the rate of employees paid ratio; make related projections of benefits; provide and maintain a system of load-banking reports for faculty.  

Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, state and district policies, rules and codes related to payroll functions.  

Communicate with district personnel to coordinate activities, resolve issues and conflicts and exchange information; communicate with outside organizations including the tax sheltered annuity companies, County Office personnel, IRS Franchise Tax Board, Public Employees Retirement Agency (PERS), and others as needed; respond to earning verification requests; assist with audits as needed.  

Operate a computer, calculator and related office equipment.  

Perform related duties as assigned.  

KNOWLEDGE AND ABILITIES:  

KNOWLEDGE OF:  

Advanced accounting methods and procedures regarding payroll  
Practices of financial and statistical record-keeping including systems which are maintained on data processing equipment  
Modern office practices, procedures and equipment  
Record-keeping techniques  
District organization, operations, policies and objectives  
Oral and written communications skills  
Technical aspects of field of specialty  
Operation of a computer and Banner software  
Full array of payroll duties  

ABILITY TO:  

Interpret and explain the district’s accounting policies and procedures in payroll  
Perform a variety of arithmetic calculations  
Prepare and maintain complex financial records, reports, files and spreadsheets  
Apply financial record-keeping principles  
Type at an acceptable rate of speed  
Establish and maintain cooperative and effective working relationships with others  
Understand and follow oral and written directions  
Meet schedules and time lines  
Plan and organize work
PAYROLL TECHNICIAN (continued)

Work independently with little direction
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Operate standard office machines including calculator, typewriter and computer.

EDUCATION AND EXPERIENCE:

Graduation from high school or evidence of equivalent educational proficiency AND one year of payroll or technical accounting experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer
Dexterity of hands and fingers to operate a computer, typewriter and standard office equipment
Reaching overhead, above the shoulders and horizontally and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor