



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
PAYROLL TECHNICIAN
Classification Specification
(Classified)**

JOB SUMMARY

The Payroll Technician works under the direction of the Finance Director, or designee, to perform complex clerical, bookkeeping, accounting, and administrative work in relation to administrating the payroll function of the city, and compiles payroll data to maintain payroll records and prepare related reports.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Payroll Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Maintains employee master files.
- Compiles payroll data such as hours worked, taxes, insurance, and employee organization dues to be withheld, and employee identification number, from time sheets and other records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.
- Reviews time records or claims for payment submitted by all departments to ensure conformance with appropriate contracts and administrative policies and regulations.
- Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
- Prorates expenses to be debited or credited to each department for cost accounting records.
- Keeps records of leave and pay and non-taxable wages.
- Enters payroll data on ledgers, control sheets, warrants, and other accounting records; Calculates, computes and responds to payroll garnishment orders.
- Assists in monitoring City MOUs and IRS regulations for payroll compliance and responds to questions and inquiries regarding payroll procedures, MOU interpretations and tax related filing and deductions.
- Assists in reconciling general ledger to various payroll reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Answers payroll related question from employees and
- Assists with questions and requests from Auditors.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Maintains payroll related employee leave records, such as sick or vacation leave.
- Verifies requests, payment adjustments and computer file data for the current payment cycle

- Prepares documents relative to income taxes retirement, and payroll matters; prepares and submits Quarterly payroll taxes, balances year-end reports and processes W-2 forms.
- Assists in the evaluation of data processing subsystem; and prints related registers and reports.
- Prepares magnetic media for storage and reporting transmission of records; merges subsystem records into the financial system, adjusts and corrects computer file records; maintains confidential payment records and provides payroll information and statistics for negotiation purposes and reconcile accounts.
- Completes special projects and reports as requested; such as but not limited to Subpoenas, PERS buy back requests, public records requests, etc.
- Performs other duties as required.
- May be required to perform Payroll Assistant duties if that employee is not available.
- May assign and review the work of Payroll Assistant.
- May be required to work shifts, weekends, and/or holidays.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's Degree in accounting or related field.
- Five (5) years of increasingly responsible payroll related experience.
- The equivalent of any combination of education and experience that would prepare someone.

Licenses, Certificate and/or Special Requirements

- A valid California motor vehicle operator's license is required.

Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures.
- Knowledge of Business, English, spelling, punctuation and grammar.
- Knowledge of effective customer service techniques. The ability to understand and follow complex oral and written directions.
- Knowledge of basic accounting principles, practices and procedures involved in the preparation and processing of payroll records.
- Knowledge of procedures, methods and office equipment used in financial transactions and record keeping.
- Skill in the operation of a variety of office equipment, including calculator, typewriter, and extended daily use of a personal computer/data terminal.
- Ability to work independently; analyze unusual situations involved in fiscal, financial, and statistical record keeping systems and resolve through application of City policy.
- Ability to make arithmetical calculation quickly and accurately.
- Ability to perform clerical, financial record keeping work; understand and follow verbal and written directions.
- Ability to apply and detect errors in specific segments of a record keeping system, establish and maintain cooperative working relations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Exemption: Non – Exempt

Bargaining Unit: HMEA

Revised: 1/28/2020, 03/14/2023

CSC Approval: 2/6/2020, 03/16/2023