

## PAYROLL TECHNICIAN

**GRADE 23**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs responsible paraprofessional work involving the preparation and/or maintenance of payroll or related records and reports; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Entering and preparing payroll; verifying time sheets; maintaining payroll records and files; preparing payroll reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs customer service functions for employees, managers, or other individuals; answers telephone calls and greets visitors; provides information and assistance regarding payroll information and procedures; researches problems and initiates problem resolution.
- Reconciles clerk's miscellaneous pay, leave and pay dock batches; moves batches to live payroll; processes edits and balances to batch report totals; reviews reports for accuracy and submits for approval.
- Compares back up documentation for employee master file changes for payroll, direct deposit, deduction or supplement changes; reports errors for correction.
- Reviews salary adjustment calculations for new hires, terminations and other salary changes; reports errors for correction; keys monthly adjustments into batch balance to documentation; submits batch report and documentation to senior technician for review and approval; posts batch; runs final edit, reviews and submits for approval; processes payroll.
- Calculates, reconciles, and reports taxes for processed payrolls; clears taxes for processed payrolls; assists in generating annual W-2 forms.
- Maintains payroll general ledgers in financial system; reconciles payroll general ledger reports each payroll; prepares wire transfers.
- Prepares payroll reports for various departments and payroll book; ensures accuracy of payroll register and related reports; submits payroll reports to appropriate management personnel.
- Prepares division calendar reflecting County pay dates, school pay dates, deadlines to submit payroll data, vacation dates, and other key dates.
- Prepares various audit reports; retrieves, compiles, and provides requested materials for payroll auditors.
- Processes documentation pertaining to worker's compensation; audits employee benefits.
- Delivers payroll vendor documentation to accounts payable to process.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to understand and interpret various payroll ordinances; ability to follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines and some typing; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting and some accounting and payroll experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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