



MARIN MUNICIPAL WATER DISTRICT

Payroll Technician-Confidential

DEFINITION

Under general supervision, performs difficult and responsible para-professional accounting work including all activities related to the operation and maintenance of an Enterprise Resources Planning (ERP) payroll system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for performing technical, difficult and specialized tasks related to processing payroll transactions, including all related reporting; research of tax and benefit issues; provides reports and data for use in labor negotiations and analyzing employee grievances; implements final actions as a result of labor negotiations, grievance settlements, and disciplinary action decisions; and for training and assisting employees in the operation of the system as it relates to time reporting. This class is distinguished from both the Accountant and Account Clerk series by the para-professional level of work, and its regular access to confidential personnel and labor relations information, including the final decisions made in those areas.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Performs difficult, technical payroll support work within general policy and procedural guidelines
- Operates and maintains an SAP payroll system on a daily basis to ensure timely and accurate processing of District payroll and related functions;
- reviews and processes all payroll data submitted, including timesheets, salary, benefit, and deduction changes;
- enters all data in system and generates bi-weekly payroll checks for all District employees
- prepares and electronically transmits the bi-weekly payroll direct deposits to financial institution for processing;
- prepares and submits state and federal payroll tax payments and reports to comply with regulations;
- interprets and applies District policies and government payroll regulations
- prepares posting of payroll journal to financial system;
- prepares third party remittance information for submission to Accounts Payable department;
- prepares and reconciles a variety of payroll, tax, retirement, worker's compensation and fringe benefit reports;
- communicates with various entities and government agencies regarding taxes, benefits, and other payroll related issues;
- researches and applies federal and state tax codes, wage and hour laws, and collective bargaining agreement to ensure compliance;
- evaluates and tests software updates for application of system patches;
- works with ERP system consultants and in house system staff to resolve payroll related system issues.

- provides technical assistance to employees on processes related to payroll and time reporting;
- maintains all leave balances and prepares periodic and ad hoc reports for supervisors
- provides reports and data for use in labor negotiations and analyzing employee grievances;
- implements final decisions made as a result of labor negotiations, grievance settlements, and disciplinary action decisions;
- drafts related correspondence as needed;
- performs other subprofessional accounting and clerical work as required;
- follows applicable safety rules and regulations;

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Payroll principles and procedures;
- integrated payroll and accounting software systems;
- payroll and accounting recordkeeping;
- appropriate laws, rules and regulations related to payroll administration;
- spreadsheet and word processing programs;
- office practices and procedures
- proper English spelling, grammar, punctuation, and letter writing practices.
- basic mathematics

Ability to:

- Work independently and meet deadlines;
- analyze problems and recommend effective solutions;
- prepare and maintain a wide variety of reports and records;
- identify and develop payroll procedures relative to payroll processing;
- operate personal computers, calculators and other common office machines;
- maintain confidentiality of information and files;
- establish and maintain effective working relationships with those contacted in the course of work;
- communicate effectively orally and in writing.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school or its equivalent;
- three years of experience in the operation of a computerized payroll system.

The following experience is desirable:

- SAP, Oracle or Peoplesoft system experience in a payroll, HR, or accounting environment;
- experience in accounting, a union environment, CalPERS retirement system.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: June 1992
Revised: February 2007
Approved by: Human Resources Manager