PAYROLL TECHNICIAN II

DEFINITION

Under general supervision, performs technical journey level duties to generate payroll for county employees; provides guidance to department payroll/personnel clerks; updates and maintains employee master files; prepares external filings; audits payroll system and data; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of progressively responsible full-time experience performing computerized payroll or technical bookkeeping duties with at least two years in a complex payroll environment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

None

DISTINGUISHING CHARACTERISTICS

This is the journey class in the Payroll Technician class series. It is distinguished from the Payroll Technician I by its ability to complete assignments independently, to complete more complex external filings and to support system and data testing. This classification is assigned to the Comptroller’s Office and is responsible for performing complex technical duties.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Process bi-weekly Washoe County payroll and bi-weekly payroll for other entities, as required.

Enter, maintain and verify accuracy of employee master files; coordinate with department personnel representative and Human Resource Department to ascertain data is correct; make revisions as necessary.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Maintain and reconcile a variety of ledgers, reports, and accounting records.

Coordinate with county employees and department payroll representatives and provide direction on proper coding and time reporting.

Process, sorts and verify payments to vendors; generate journal entries and match back-up documents with funds distribution.

Audit data entry for completeness and accuracy.
Read and interpret association agreements, codes, laws, and regulations related to payroll to ensure compliance.

Prepare and complete external filings of payroll data to regulatory and other entities.

Conduct complex audit and testing of payroll results and system.

Conduct research and special problem analysis as needed including special calculation models for non-standard payroll programs and situations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
- County codes, policies and procedures related to Human Resources and Payroll.
- Department policies and procedures.
- All bargaining unit contracts and impact on payroll.
- Washoe County payroll processing and reconciliation procedures relative to area of responsibility.
- Computer software specific to the assigned responsibilities and duties.

**Ability to:**
- Interpret and apply a variety of codes, ordinances and labor contracts.
- Accurately process payroll activities in a timely manner.
- Communicate with customers, internal and external, in a clear, concise and effective manner.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
- Basic bookkeeping and accounting practices.
- Principles and methods of financial and statistical record keeping.
- Computerized payroll software in a complex payroll environment.
- Office methods.
- Complex Federal and State laws, rules and regulations governing payroll.
- Payroll maintenance and testing in a multiple association/union environment.

**Ability to:**
- Read and interpret a variety of information and material.
- Handle multiple priorities and tasks.
- Reconcile payroll and financial records.
Work under strict time deadlines.

Operate a computer and other office equipment.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with department staff, representatives of other departments, the public, and all contacts.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Stooping, kneeling, and reaching often required during the performance of work assignments. Ability to lift and move objects weighing up to 25 lbs. Ability to use computer, copying machines, and office equipment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*