

Payroll/Benefits Technician - Confidential

Purpose Statement

The job of Payroll/Benefits Technician - Confidential is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; and providing timely and accurate payroll production.

This job reports to Executive Director, Human Resources

Essential Functions

Analyzes payroll reports and documents for the purpose of researching discrepancies, updating and correcting salary information as necessary, within the established guidelines of YCOE.

Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that are required for audits.

Coordinates the payroll process with other departments for the purpose of delivering services in compliance with established guidelines.

Maintains a wide variety of payroll information for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Prepares a variety of payroll related calculations (e.g. salary adjustments, benefit changes, position requests, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Processes a wide variety of payroll documents and materials (e.g. benefit information, withholding information, employee demographics, employee contributions, etc.) for the purpose of disseminating information to appropriate parties and maintaining accurate payroll information.

Reconciles payroll account balances (e.g. voluntary deductions, employer contributions, unemployment insurance, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.

Reviews payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, Cobra requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general accounting and payroll procedures; integrated payroll software; concepts of database structures; federal and state payroll regulations and laws, State Education Codes; principles and techniques involved in payroll preparation, monitoring and control; and labor contracts and their impact on payroll.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/21/2017

Salary Grade

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