

Senior Payroll/Benefits Technician - Confidential

Purpose Statement

The job of Senior 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; providing timely and accurate payroll production; and providing direction and support for department personnel.

This job reports to Executive Director, Human Resources

Essential Functions

Assists auditors in providing requested payroll information (e.g. contract requirements, time sheets, wages paid, etc.) for the purpose of providing required information and coordinating necessary project activities.

Coordinates with county office personnel, district personnel, external brokers, etc. for the purpose of implementing and maintaining services and/or programs.

Directs payroll personnel for the purpose of assisting and supporting them in performing their functions in compliance with established guidelines and regulatory requirements.

Implements assigned activities and/or projects (e.g. employee benefits, retirement, health and welfare, etc.) for the purpose of complying with regulatory requirements and established guidelines.

Maintains a variety of documents, files and records (manual and computer) (e.g. payroll records, statistical/financial reports, budget, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.

Monitors fund balances of assigned payroll and benefit programs and related financial activity for the purpose of ensuring that allocations are accurate, related expenses are within budget limits and/or fiscal practices are followed.

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Prepares required local, state and federal reports (e.g. W - 2, ACA, 941, etc.) for the purpose of ensuring compliance with mandatory filings.

Prepares a variety of external and internal reports and summaries related to payroll (e.g. taxes, insurance deductions, insurance premium payments, retirement, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing reference materials.

Researches benefit information and/or payroll documentation for the purpose of assuring appropriate coverage and compliance with eligibility regulations.

Responds to inquiries regarding a variety of procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of policies, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.

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: applying pertinent policies, codes and requirements; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; 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 to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; accuracy and attention to detail; communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using 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 a continual 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/21/2017

Salary Grade

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