

# **VIXTOR VALLEY COMMUNITY COLLEGE DISTRICT**

## **CLASS TITLE: PAYROLL AND BENEFITS TECHNICIAN**

### **FLSA STATUS: NONEXEMPT**

#### **BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of specialized technical duties related to payroll and benefit services to ensure that District classified and academic employees are paid on an accurate and timely basis.

#### **REPRESENTATIVE DUTIES:**

Prepare and process payroll and benefit information to ensure that District classified and academic employees are paid on an accurate and timely basis. **E**

Compile, calculate and prepare contract, hourly, student worker, work study student and special payrolls; verify contract, retirement and account codes; review and edit computerized payroll reports for accuracy, process and balance various payrolls and related accounts. **E**

Respond to and research payroll-related questions, concerns or issues regarding employment, income verification, retirement benefits, garnishments and others; compile employee information for the District as directed. **E**

Record and maintain payroll records, such as individual employee records for benefit purposes, W-4 forms, taxes, earnings records, labor tracking spreadsheet and others; record and maintain complete and accurate absentee records for sick leave and vacation pay. **E**

Respond to questions and comments from employees requiring general interpretation of complex laws, rules and regulations governing District payrolls, including garnishments, IRC Section 125, PARS, PERS and STRS. **E**

Forward all garnish information to and from the county as required; inform employees of any garnishments in a timely manner.

Prepare and maintain calculations and payment for employee benefits, District contributions, employee voluntary deductions, and payroll revolving cash. **E**

Operate a variety of office equipment such as a computer, fax machine, printer, and financial and other related software. **E**

Prepare and process a variety of documentation related to the payroll function, such as hiring, forms, timesheets, retirement, worker's compensation, fringe benefits and PARS forms.

Monitor retirees' COBRA benefits payments to the District.

Process and reconcile benefit billings, credit union payments and COBRA payments; process

## **Payroll and Benefits Technician – Continued**

electronic deposits and resolve fund transfer rejections.

Prepare and maintain a variety of statistical reports and records, including payroll, taxes and insurance files; create reports for state reporting of new employees to EDD; prepare requests for journal entries into the general ledger.

Perform various data entry and maintain files related to payroll and benefits.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Payroll and benefits principles and methodology.

Preparation, maintenance, verification and processing of payroll records.

Preparation and processing of payroll and benefits information.

District policy and procedures related to assigned functions.

Procedures, rules and regulations of FLSA and applicable sections of the State Education Codes.

COBRA regulations and retirement issues.

Federal and State tax rules and regulations pertaining to social security and Medicare benefits, deductions and union contracts.

A variety of word processing and spreadsheet computer programs related to assigned activities.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

Prepare and process payroll and benefit information to assure that District classified and academic employees are paid on an accurate and timely basis.

Interpret and apply general payroll methods, practices and terminology.

Monitor, adjust and reconcile payroll data.

Compare numbers and detect errors efficiently.

Maintain accurate financial and statistical records.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Operate a computer terminal to enter data, maintain records and generate reports.

Utilize a variety of word processing and spreadsheet computer programs.

Maintain current knowledge of technological and other advancements in the field.

Function within a team atmosphere.

Prioritize and schedule work.

Learn District organization, operations, policies and objectives.

## **Payroll and Benefits Technician – Continued**

- Meet schedules and time lines.
- Work confidentially with discretion.
- Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented with college-level course work in accounting, bookkeeping or closely related field and three years increasingly responsible experience in financial accounting or statistical record-keeping including at least one year payroll/benefits experience.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is required to perform light lifting; reach overhead and horizontally; sit for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; see to complete documents, records and reports.