

Water Authority Position Description

PAYROLL TECHNICIAN

Status	Position Code	Level	Date
APPROVED	PATE	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORMS ALL DUTIES ASSOCIATED WITH MAINTAINING THE AUTHORITY'S PAYROLL RECORDS AND PAYROLL SYSTEM. VERIFY AND PROCESS PAYROLL AND BE ACCOUNTABLE FOR CITY, STATE AND FEDERAL PAYROLL COMPLIANCE AND REPORTING REQUIREMENTS INCLUDING BUT NOT LIMITED TO IRS, PERA, STATE OF NEW MEXICO AND DEPARTMENT OF LABOR. VERIFY AND PROCESS PAYROLL TRANSACTIONS FOR ALL AUTHORITY EMPLOYEES.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE IN ACCOUNTING, BUSINESS OR RELATED FIELD AND THREE (3) YEARS ACCOUNTING/DIRECT PAYROLL EXPERIENCE. RELATED EXPERIENCE MAY BE INTERCHANGEABLE FOR EDUCATION ON A YEAR FOR YEAR BASIS
FCP OR PP CREDENTIALS PREFERRED

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR'S PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
EXPERIENCE IN A GOVERNMENT, ESPECIALLY PERA AFFILIATED EMPLOYER PREFERRED
EXPERIENCE WITH SUNGARD (ONESOLUTION), KRONOS, OR SIMILAR FINANCIAL SOFTWARE PROCESSING SYSTEMS

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM THE PAYROLL SUPERVISOR.

ESSENTIAL FUNCTIONS

1. MANAGE THE WATER AUTHORITY PAYROLL PROCESS INCLUDING COMPUTING ALL BI-WEEKLY PAYROLL PROCESSING OF EMPLOYEE WAGES AND DEDUCTIONS, POSTING ALL PAYROLL RECORDS, VALIDATE AND EDIT ALL DATA TO REDUCE ERRORS AND OMISSIONS; CALCULATE AND PROCESS RETROACTIVE PAY CHANGES; THE DISBURSEMENT OF ALL CHECKS AND DIRECT DEPOSIT PAYMENTS; SUBMITTING ELECTRONIC FILES TO BANKS AND OTHER ENTITIES; AND PREPARING MANAGEMENT REPORTS.
2. AUDIT PAYROLL DATA AND ELECTRONIC TIMEKEEPING SYSTEMS FOR ACCURACY AND COMPLIANCE IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS. REVIEW DATA FOR COMPLETENESS AND FAIR LABOR STANDARD ACT COMPLIANCE AS IT RELATES TO WAGES AND OVERTIME.
3. ANSWER EMPLOYEE PAYROLL QUESTIONS AND RESOLVE PROBLEMS WHILE MAINTAINING CONFIDENTIALITY AND THE INTEGRITY OF THE PROCESS. PREPARE ALL INTERNAL AND EXTERNAL CORRESPONDENCE IN RESPONSE TO PAYROLL ISSUES.
4. ADMINISTER ALL GARNISHMENTS FOR CHILD SUPPORT, LIENS, LEVIES, ETC. INCLUDING DEDUCTION CALCULATIONS, EMPLOYEE NOTIFICATION, AND DISBURSEMENT OF PAYMENTS AND REPORTING TO AGENCIES.
5. VERIFY EMPLOYMENT, WAGES AND GARNISHMENT WITHHOLDINGS. ANSWER EMPLOYMENT INCOME VERIFICATIONS FOR MORTGAGE AND INCOME QUALIFIERS.
6. PROCESS MONTHLY, QUARTERLY AND ANNUAL COMPLIANCE REPORTING INCLUDING IRS (941 AND W-2), STATE, PERA, DEFERRED COMPENSATION, WORKER'S COMPENSATION AND UNEMPLOYMENT. PREPARE STATISTICAL LABOR AND PAY REPORTS AS REQUESTED BY STATE AND FEDERAL DEPARTMENTS.
7. TRAIN AND SUPPORT WATER AUTHORITY EMPLOYEES WITH THE USE OF THE ELECTRONIC TIMEKEEPING SYSTEM.
8. TRAIN AND SUPPORT CO-WORKERS BY HELPING WITH WORKLOADS AND OTHER WATER AUTHORITY STAFF AS NEEDED ON PAYROLL POLICIES AND PROCEDURES.
9. ACT IN A CONFIDENTIAL CAPACITY TO FORMULATE, DETERMINE AND EFFECTUATE PAYROLL POLICIES AND PROCEDURES. ADVISES MANAGEMENT AS NEEDED RELATED TO ANY PAYROLL ISSUES.
10. PROCESS RETROACTIVE PAY CHANGES INCLUDING THE MORE COMPLEX RETROACTIVE WAGE PAYMENTS WHICH MAY REQUIRE FURTHER RESEARCH, BACKUP AND AUTHORIZATION.

SUPPLEMENTAL FUNCTIONS

1. PERFORM OTHER DUTIES AS ASSIGNED.
2. ASSIST OTHERS WITH USE OF AUTHORITY'S TIMEKEEPING SYSTEM.

PREFERRED KNOWLEDGE

RELEVANT FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS GOVERNING PAYROLL
ABILITY TO INTERPRET, UNDERSTAND AND APPLY MULTIPLE UNION CONTRACTS
PRINCIPLES, PRACTICES AND METHODS OF MUNICIPAL ACCOUNTING
PREFERRED KNOWLEDGE OF HR/PAYROLL PROCESSING SYSTEMS SUCH AS THE SUNGARD
SYSTEM, AS WELL AS COGNOS REPORTING
AUTOMATED FINANCIAL SYSTEMS COMPUTER SPREADSHEET SOFTWARE

PREFERRED SKILL/ABILITY

MUST BE ABLE TO TYPE RAPIDLY AND ACCURATELY ENOUGH TO SUCCESSFULLY
PRODUCE PAYROLLS
DOCUMENTS/SPREADSHEETS, COMMUNICATE VIA E-MAIL, OR PERFORM DATA ENTRY AS
NECESSARY TO ACCOMPLISH THE ESSENTIAL FUNCTIONS OF THE POSITION
USE OF TECHNOLOGY, EQUIPMENT AND SOFTWARE TYPICALLY USED IN THE OFFICE
ENVIRONMENT
EXCELLENT RESEARCH, ORGANIZATIONAL AND INTERPERSONAL SKILLS
ABILITY TO READ, ANALYZE AND INTERPRET REPORTS GENERAL BUSINESS
PERIODICALS, TECHNICAL PROCEDURES CONTRACT GOVERNMENT CODE AND
REGULATIONS
EFFECTIVELY PRESENT INFORMATION AND RESPOND TO QUESTIONS FROM
MANAGEMENT
WORK WITH COMPLEX CONCEPTS TO ANALYZE PROBLEMS
INTERPRET DATA AND APPLY TO PRACTICAL SITUATIONS FOUND IN THE
WORKPLACE
ADD, SUBTRACT, MULTIPLY, AND DIVIDE IN ALL UNITS OF MEASURE, USING WHOLE
NUMBERS, COMMON FRACTIONS, AND DECIMALS
COMPUTE RATE, RATIO, PERCENT AND TO ANALYZE DATA
DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS AND DRAW VALID CONCLUSIONS
INTERPRET AN EXTENSIVE VARIETY OF TECHNICAL INSTRUCTIONS IN MATHEMATICAL
OR DIAGRAM FORM AND DEAL WITH SEVERAL ABSTRACT AND CONCRETE VARIABLES

MAINTAIN CONFIDENTIALITY OF EMPLOYEE PERSONAL INFORMATION
COMPUTER PROFICIENT WITH MICROSOFT PRODUCTS SUCH AS WORD, EXCEL, ACCESS
AND POWERPOINT
RESEARCH AND RESOLVE PROBLEMS, WORKING WITH STAFF FROM OTHER DEPARTMENTS
AND/OR DIVISIONS AS NECESSARY
INTERPRET AND EXPLAIN AUTHORITY POLICIES AND PROCEDURES PREPARE CLEAR AND
CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING ESTABLISH
AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE
COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT, EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL
CONDITION NECESSARY FOR WALKING, STANDING OR SITTING FOR PROLONGED
PERIODS OF TIME.