



PAYROLL TECHNICIAN	
Classification:	Classified
Salary Range:	30
Retirement Type:	PERS*
Board Approved/Revised:	April 16, 2026

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex technical payroll and clerical accounting duties including computing, verifying, and processing salary and hourly payments as well as deductions for staff, faculty and student workers. Responsibilities may include work on employee benefits and to prepare, process and assure accuracy of financial records, reports and documents.

The Payroll Technician classification is responsible for maintain database accruals for employee vacation, sick compensatory, and other leave balances; inputs payroll information into third-party payroll systems and works with departments and employees to process payroll related data changes.

SUPERVISION:

Receives general supervision from an assigned administrator or designee. May provide functional guidance to other staff and student workers as needed.

REPRESENTATIVE DUTIES:

Perform complex clerical payroll duties in an assigned functional area such as faculty, classified, temporary, or student employees.

Receive, audit, and verify payroll or benefit documents related to assigned function; assure accuracy, completion and adherence to legal and procedural requirements.

Prepare required local, state, and federal reports and assist as directed in preparing special projects and other miscellaneous reports.

Review, check and process a variety of documents including timesheets, pay changes, deduction changes, and supplemental compensation and other similar request; assure accuracy and timely processing of data, forms and reports.

Maintain various payroll records and reports; make and verify extensions; compute and record payroll transactions and prepare summaries.

Operate a personal computer or computer terminal to enter, update and compile payroll and statistical data; arrange, review, and verify data; generate lists and reports according to established guidelines.

Compile a variety of statistical data for reports relating to assigned function, file records and pertinent documents as appropriate.

Respond to questions from employees, vendors, contractors, and others; explain laws, rules, regulations, contracts, and other documents concerning District payroll procedures.

Perform other payroll clerical work in recording, assembling, tabulating, and reconciling financial data; prepare time records and similar payroll documents.

Operate various office machines including typewriter, adding machine, copier, calculator, personal computer.

Compare, check, and verify numerical data and payroll related documents; detect, trace and correct errors and discrepancies; adjust accounts in accordance with approved payroll procedures.

Performs other related duties as assigned or requested.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Expertise working in a payroll office administrative role or environment.
- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of methods, practices, documents, and terminology used in payroll recordkeeping.
- Knowledge of applicable laws, regulations, and union agreements applicable to timekeeping, payroll preparation and pay reporting.
- Knowledge of basic accounting and internal control policies and procedures.
- Knowledge of record keeping and filing practices and procedures.
- Knowledge of various computer software applications, district enterprise financial and payroll systems.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

- Skilled at basic payroll techniques, methods, and procedures.
- Skilled at record-keeping.
- Skilled at establishing and maintaining accurate filing systems and records.
- Skilled at organizing work and setting priorities.
- Skilled at exercising tact and diplomacy at all times.
- Skilled at using computers to input, edit, and extract data and information.
- Ability to follow departmental procedures, District policies, and other regulatory requirements. Ability to learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.
- Ability to communicate sensitive information with discretion, tact and accuracy.
- Ability to work independently with little direction.
- Ability to produce clear and accurate reports and correspondence.
- Ability to maintain confidentiality of District files and records.
- Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions. Ability to work cooperatively with students, staff, faculty, and visitors in a professional manner.

EDUCATION AND EXPERIENCE:

Two (2) years of college level course work and 4 years of experience in payroll-related duties, including review of timecards and processing of payroll; OR

Eight (8) years of experience in payroll-related duties, including review of timecards and processing payroll.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the phone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone and email usage.
- Extensive computer work.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*