

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 3062

PAYROLL TECHNICIAN LEAD

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead payroll technical/clerical staff and perform the duties of a Payroll Technician.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others.

Under general supervision, prepare and maintain payroll records. Interpret and apply a variety regulations and procedures in the payroll function. Work with departments to resolve payroll problems.

TYPICAL WORK

Interpret payroll, accounting and other payroll-related policies and procedures; work with departmental personnel to resolve discrepancies as required; suggest and assist in implementation of new payroll policies and procedures;

Establish payroll deadlines and ensure the deadlines are met; review and check work for procedural compliance and accuracy; resolve discrepancies;

Authorize, review or enter payroll transactions; assign or perform automated payroll file maintenance; maintain the integrity of the local payroll computer system;

Issue instructions to departments on payroll procedures, coordinated payroll processing and maintaining records;

Reconcile insurance billings, retirement reports, W-2 end-of-year reports, and other reports as required;

Coordinate with fiscal office on budget coding and transfers;

Carry out special payroll projects and reports as assigned;

Assist in the selection and evaluation of employees;

May train campus personnel on payroll procedures:

May provide employee benefits information;

Perform the duties of Payroll Technician;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of full-time experience as a Payroll Technician or equivalent; nine quarter hours or six semester hours of college-level course work in accounting may substitute for six months of required experience

OR

equivalent education/experience.

New Class: 7-22-85

Revise MQ: 7-2-90

Revise Class, Title, MQ: 7-1-96