

TITLE: Payroll Technician

FIN/7

DEPARTMENT: Finance, City of Franklin

JOB SUMMARY: This position performs technical duties in support of the city's payroll process.

MAJOR DUTIES:

- o Prepares and processes payroll accounts and records.
- o Maintains payroll, insurance, and statistical records and compiles reports.
- o Posts data, payroll, and other information.
- o Maintains accounts; receipts, disburses, and prepares financial statements for state and federal agencies.
- o Files various insurance and tax information.
- o Searches documents for errors.
- o Collates, sorts, and compiles payroll data in accordance with procedures.
- o Prepares receipts and accounts for fees.
- o Maintains records of workers' compensation claims, doctor's bills, and hospital bills; maintains the annual OSHA report.
- o Assists in the preparation and maintenance of related personnel records.
- o Processes a series of accounting transactions dealing with the payroll process; calculates pay for short-term disability, workers' compensation, and supplemental pay.
- o Withholds money from employees for payments of payroll taxes, insurances, employee benefits, retirement accounts, garnishments, tax liens, child support, and other deductions.
- o Transmits direct deposits to banks.
- o Calculates and transmits payroll taxes.
- o Adds, updates, and balances all PTO, vacation, and sick leave hours.
- o Processes and prints W-2s; sends related documents to the IRS.

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- o Sorts and distributes incoming mail; processes outgoing mail.
  
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of bookkeeping terminology, methods, procedures, and equipment..
- o Knowledge of standard office procedures, practices, and equipment.
- o Knowledge of accounting principles and related data processing equipment..
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in oral and written communication.
- o Skill in posting accounts and in performing mathematical calculations with speed and accuracy.

**SUPERVISORY CONTROLS:** The Accounting Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include federal, state, and local regulations, policies, and standards. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related financial accounting duties. The need for accuracy contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to perform technical duties in support of the city payroll process. Successful performance in this position contributes to the accuracy of city payroll records.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel, bank representatives, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Ability to be bonded.