



# Duty Statement

22<sup>nd</sup> District Agricultural Association

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| <b>Classification Title/Code</b> Program Technician II (9928) | <b>Department:</b> Finance  |                                |
| <b>Working Title:</b> Payroll Administrator                   | <b>Tenure/Time Base:</b> Permanent / Full Time                    |                                |
| <b>Reports to:</b> Accounting Administrator II                | <b>Supervision Exercised:</b><br>No supervisory responsibilities. |                                |
| <b>Name:</b> Vacant   | <b>CBID:</b> R04  | <b>FLSA Status:</b> Non-Exempt |

*The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the work load.*

### Position Description

Under the supervision of the Accounting Administrator II (Finance Manager), the duties of the Program Technician II/Payroll Administrator include, but are not limited to, performing a wide variety of complex responsibilities in reviewing and/or processing detailed and technical duties associated with payroll, reconciling to the general ledger, performing various accounting audits, bank statements and check audits, processing garnishments and other court orders and providing other accounting duties which require an understanding of the entire accounting process; and other related responsibilities as needed.

### Essential Job Functions

*Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.*

### 55% Payroll Functions

- ) Reviews, audits and processes all payrolls for the District and Race Track Authority (RTA).
- ) Performs research and calculations necessary to issue pay and retroactive payments and payroll adjustments.
- ) Corrects payroll processing errors by reviewing pay codes and deductions for accuracy.
- ) Prints payroll checks and direct deposit advices for employees as required by law.
- ) Updates direct deposit elections for employees and tests for deposit acceptance through the banks.
- ) Processes voluntary/non-voluntary termination checks to pay final wages as required by California labor codes and civil service employee final checks and lump sum payments.
- ) Prepares reports for deferred compensation payments for retirement and PST plans.
- ) Logs and pays, via CalPERS, employee and employer contributions to update retirement accounts and to reconcile and reverse previous records that were incorrectly reported.
- ) Reviews CalPERS website to research, create and review retirement enrollment reports to determine if employees are missing pay period records by reviewing retirement enrollment transactions.
- ) Reviews, processes and calculates NDI, SDI, IDL and TD to properly pay employees.
- ) Reviews, researches and resolves all payroll related discrepancies.
- ) Reports a variety of payroll information to state and federal agencies as required by law.
- ) Reviews CalPERS Cognos reports for accuracy and notes any discrepancies.
- ) Establishes new pay and deduction codes in payroll system as necessary.
- ) Reviews the payroll related data inputted and processed by Human Resources to determine if there are items that could prevent payroll from processing accurately if there are incorrect fields.
- ) Processes current quarter replacement paychecks as needed.
- ) Researches current and historical payroll data and responds to requests from courts, attorneys, tax authorities, insurance companies and other governmental agencies for earnings histories and other confidential payroll data.
- ) Organizes and maintains a variety of payroll related files, documents and procedures, compiles data and maintains spreadsheets.
- ) Responds to official requests for employees' wage information for wage garnishments.
- ) Inputs garnishment information into payroll system and prepares payment documents.

- ] Notifies employees of wage garnishments via official letter from District.
- ] Prepares garnishment and child support payment documents for Finance Manager.
- ] Reviews garnishment files to track expired garnishments and terminate deductions no longer in affect.

### **30% Accounting Reconciliations and Auditing**

- ] Performs payroll reconciliations for employee's deductions to verify that the correct amounts and type and dollar amount of the deduction took place including insurance plans, retirement plans, union dues and garnishments.
- ] Creates and maintains receivables for past due health, dental, vision and union deductions.
- ] Maintains collections for payroll overpayments that occur due to incorrect timesheet editing or incorrect employee rate changes.
- ] Maintains employee underpayments that occur from missing punches or retroactive salary adjustments.
- ] Reviews and adjusts monthly reports to fix discrepancies in accordance with recognized Governmental Accounting Standards (GASB) and Generally Accepted Principles and Practices (GAPP) policies and procedures.
- ] Reconciles wages to balance against State and Federal taxable wages to assure no over/under payments.
- ] Reviews and reconciles wages compared to worker compensation reports to determine correct wages.
- ] Assists Finance Manager with discrepancies between payroll and general ledger account balances to ensure that budgetary guidelines are free from error.
- ] Audits payroll against Employment Development Department (EDD) Notice of Wages Used for Unemployment Insurance to look for inconsistencies and overcharges for compliance with labor codes.
- ] Performs EDD Benefit Audit Summary for staff as requested by EDD for compliance verification.
- ] Researches final checks and employment dates for terminated and inactive staff for cashing out PST.
- ] Generates and distributes monthly payroll wage reports.

### **10% Bank Statements and Checks**

- ] Audits monthly bank statements to ensure absence of unapproved charges.
- ] Provides check requests to pay employees for uncashed earnings out of period using District's accounts payable procedures as required by law.
- ] Reviews, reconciles and processes uncashed checks to the check/direct deposit report to find employees who still have wages due.
- ] Compiles list of uncashed pay checks to mail due diligence letters to employees so they can collect wages due as required by State Controller's Office (SCO).
- ] Transfers list of employees with uncashed checks to SCO software to electronically file earnings.

### **Marginal Job Functions**

#### **5% Other Related Responsibilities**

- ] Acts as the lead for IRS tax audits, EDD audits and other audits by providing documentation and reconciliations.
- ] Researches, reviews and creates training manual for payroll functions.
- ] Performs other duties as directed, requested or assigned consistent with roles and responsibilities.

### **Working Conditions**

Work environment is primary performed in a standard office with artificial light and climate control. Work activities involve: working in an office setting; sitting for prolonged periods of time; moving throughout the facility; and operating standard office equipment requiring repetitive hand movement including the use of a computer keyboard, mouse, calculator, telephone, and radio. Work activities involve the ability to: verbally communicate and hear to express and exchange information; see to perform assigned tasks; read, write, and speak English at a level required for successful job performance; work in a high pressure, fast-paced environment, under time critical demand; and sustain periods of mental activity.

### **Attendance, Conduct, And Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the Department's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.