

CITY OF BURBANK

PAYROLL TECHNICIAN I

DEFINITION

Under general direction, to perform moderately difficult and complex clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of payroll and time keeping documents, accounting records and reports; and to do related work as required.

ESSENTIAL FUNCTIONS

Processes payroll, including time cards, payroll adjustments, special paychecks, direct deposit requests, retroactive pay, earnings, and tax adjustments; tests banking and routing information; performs complex payroll calculations; analyzes and resolves payroll problems and discrepancies; assists in the administration of the City's 457 Deferred Compensation and 125 Employee Benefit Plans, enrollments and election changes, and payroll deductions; assists with preparing and processing PERS reports and contributions; files tax forms; prepares year-end adjustments; assists in the establishment of payroll, benefit, and MOU changes; inputs and validates data to the City's payroll system; provides customer service support to all City employees.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - Perform payroll clerical work; read, understand, and explain laws, rules, regulations, and memoranda of understanding; prepare accurate financial and statistical reports relating to payroll; type a minimum of 30 WPM on a personal computer using word processing and spreadsheet programs, and operate a 10-key calculator; make payroll calculations with speed and accuracy; communicate clearly and effectively both orally and in writing; maintain confidentiality, and establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from High School or the equivalent, and: three years of increasingly responsible clerical experience, preferably in the maintenance of financial, fiscal, and other statistical records, preferably relating to the processing or maintenance of payroll data, OR graduation from an accredited four year college with major work in accounting, finance, or business management.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.