

# **Payroll Technician**

Open Competitive Examination

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Payroll Technician in our Finance Department.

Under general supervision, the Payroll Technician performs a variety of complex payroll and other assigned general accounting processes to ensure the accurate and timely payment of wages, timely deposits of payroll taxes and accurate accrual of benefits; processes accounting transactions, maintains and reconciles assigned accounts and compiles, reviews and verifies data and information to prepare assigned financial and accounting reports; leads and participates in the work of employees engaged in accounting support functions; and performs related duties as assigned.

The Payroll Technician is a full-time confidential position with access to confidential records and privileged information.

## **IMPORTANT & ESSENTIAL DUTIES**

Duties may include, but are not limited, to the following:

- Processes bi-weekly payroll for all City employees, including collection, review, audit, organization and input of all source documents and time clock systems; verifies accurate reporting of changes in pay, payroll status, benefits, taxes, voluntary contributions and other deductions; validates information entered by human resources staff that affects payroll generation and identifies and resolves discrepancies; ensures timely and accurate payment in accordance with City and governmental policies and procedures.
- Ensures the City meets legal requirements in regard to payroll taxes and garnishments and provides all necessary information and payments to IRS, state tax authorities and other regulatory bodies; enters federal and state withholdings and voluntary deductions; performs manual tax calculations as necessary using federal and state annual tax tables.
- Maintains and balances tax files for W2 statements; prints and distributes W2 statements to employees; prepares State Controller's report for salary and benefits following established guidelines; updates new tax data into payroll system and verifies new data on health premiums annually.
- Maintains subsidiary ledger and assigned general ledger accounts; reconciles and makes appropriate adjusting entries to accounts, often involving analysis to identify the basis for variances and out-of-balance conditions; exports or downloads data from one system to another in conducting analyses and generating daily and periodic reports.

## **IMPORTANT & ESSENTIAL DUTIES**

### **(continued)**

- Prepares online file transfers for direct deposits, live checks, deferred compensation, CalPERS, federal and state taxes; prepares checks and direct deposit notices for distribution; processes retiree health benefit checks.
- Counts, audits and verifies daily receipts from Accounting Assistants' cashiering activities, including check, cash and credit card totals; audits and verifies daily deposits; reviews and verifies financial report totals and identifies, researches and corrects errors, within established policies and procedures; performs month-end balancing of assigned general ledger accounts and transactions.
- Leads, provides work guidance and direction and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City and departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs; may order work materials and supplies; assists in ensuring a fair and open work environment in accordance with the City's commitment to teamwork, mutual trust and respect.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Advanced methods, practices, documents and terminology used in payroll recordkeeping.
- Federal and state laws, regulations and MOU provisions applicable to timekeeping, payroll preparation and pay reporting.
- Accounting and internal control policies and procedures.
- City ordinances, codes, policy, procedures and practices for processing and recording accounts payable, accounts receivable and related financial transactions.
- Operations of the City's various financial systems.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the work.
- Records management, recordkeeping, filing and basic payroll practices and procedures.
- Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
- Basic principles and practices of employee supervision.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **(continued)**

#### **Ability to:**

- Assign and inspect the work of accounting support staff.
- Ensure accurate and timely payment of wages to City employees.
- Analyze, balance and reconcile complicated financial data and accounts.
- Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- Reach sound decisions in accordance with City policies and procedures.
- Prepare clear and accurate reports, documents, data entries and files.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **EXPERIENCE & EDUCATION GUIDELINES**

A typical way to obtain the knowledge, skills and abilities would be any equivalent combination of the following training and experience:

**Experience:** At least four years of progressively responsible experience in financial or statistical recordkeeping duties is required. Experience in a public agency is preferred.

**Training:** Graduation from an associate degree program in accounting or bookkeeping.

**Special Requirements:** Must possess a valid California Class C Driver's License and car insurance on appointment, and as a condition of continued employment. Must stay current in field and acquire all necessary training that new technological changes may present.

**Physical Requirements:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

## COMPENSATION AND BENEFITS

**Salary Range:** \$47,160 - \$57,300 Per Year.

**Retirement:** Public Employees' Retirement System (PERS) 3% at 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% at 62 for PEPR members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

**Insurance:** Fully paid health, dental, and vision for full-time employees hired before 7/1/09, as well as for their dependents. For full-time employees hired after 7/1/09, City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

**Life Insurance:** City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**Sick Leave:** 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at a rate of one day's pay for two days Sick Leave.

**Vacation:** Accrual varies based on years of service and ranges from 10 days (80 hours) per year for 0 to 4 service years to 20 days (160 hours) for 15 service years or more.

**Holidays:** 12 paid holidays per year.

**Overtime:** Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

**Bilingual Bonus:** \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

**Longevity:** 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

**Tuition Reimbursement:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

## APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at [www.sfcity.org](http://www.sfcity.org) or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Monday, January 29, 2018, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
(818) 898-1239**

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## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



## INVITES APPLICATIONS FOR

## *Payroll Technician*

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## SALARY

**\$47,160 - \$57,300 Per Year**

## FILING DEADLINE:

**Monday  
January 29, 2018  
@ 5 pm**