

PAYROLL TECHNICIAN

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to serve as a Payroll Technician in the Finance Division of the Administration Services Department.

Under general supervision, the Payroll Technician performs complex payroll and accounting duties to ensure timely wage payments, accurate tax reporting, and benefit accruals. Responsibilities include processing transactions, reconciling accounts, preparing reports, and leading accounting support staff. This is a full-time confidential position with access to sensitive and privileged information.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed.

The complete job specification may be found here: SFCITY.ORG/Hiring-Now/#Job-Specs

- Processes bi-weekly payroll, including auditing time records, verifying changes in pay, benefits, taxes, and deductions, and ensuring timely and accurate payments.
- Prepares direct deposit files, checks, tax payments, and retiree health benefit disbursements; ensures compliance with payroll tax and garnishment regulations.
- Maintains and reconciles tax files, W-2 statements, and general ledger accounts; prepares reports such as the State Controller's salary and benefits report.
- Audits and verifies daily receipts and deposits, resolves discrepancies, and performs month-end account balancing.
- Provides lead direction to staff, assigns and monitors work, offers training, and contributes to performance feedback and maintaining a collaborative work environment.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Advanced payroll methods, terminology, and recordkeeping practices.
- Applicable federal/state laws, regulations, MOUs, and City policies.
- Accounting principles, internal controls, and financial systems operations.
- Fundamentals of employee supervision and business communication.
- City procedures for accounts payable/receivable and financial transactions.
- Records management, filing, and basic payroll supervision practices.

Ability to:

- Assign and inspect the work of accounting support staff.
- Analyze, balance and reconcile complicated financial data and accounts.
- Ensure accurate and timely payment of wages to City employees.
- Operate a computer, standard and variety of business software programs and databases related to area of assignment.
- Reach sound decisions in accordance with City policies and procedures
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential situations.

EXPERIENCE, EDUCATION, TRAINING & GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

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

Education:

Graduation from an associate degree program in accounting or bookkeeping. Or an equivalent combination of training and experience.

Special Requirements:

Valid California Class C driver's license and ability to maintain insurability under the City's vehicle insurance program.

Physical Requirements:

While performing the duties of this job, employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, reach and repetitive movements. Frequently required to lift up to 10 pounds unaided. Employee uses written and oral communication skills; reads and interprets data; solves problems.



COMPENSATION & BENEFITS

Monthly Salary Range: \$5,582- \$6,785

RETIREMENT Public Employees' Retirement System (PERS), 2%@55 formulas for Classic members and 2%@62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

INSURANCE As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available.

PAID PARENTAL LEAVE Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and/or time to bond with new child during approved leave under FMLA and/or CFRA.

VACATION LEAVE Ranges from 10 to 20 days depending on years of service.

SICK LEAVE 12 days per year. Maximum accumulation of 100 days (800 hours).

HOLIDAY 13 days 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 upon passing bilingual (Spanish language) exam to eligible employees.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% above base salary for a Bachelor's Degree and additional 2% for a Master's Degree in related field from an accredited institution.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SFCITY.ORG/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@sfcity.org | (818) 898-1221

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.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

POSTED: 08/06/25

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

Open Competitive Examination

MONTHLY SALARY

\$5,582 - \$6,785

PLUS EXCELLENT BENEFITS

FILING DEADLINE

SEPTEMBER 8, 2025 – 5 PM

APPLY IMMEDIATELY