



CERTIFIED
JUNE 26 2019
By Webb County
Civil Service Commission

Payroll Technician

Human Resources

HR/ 6
Pay Grade: 12

JOB SUMMARY

This position performs technical duties in the processing of the county payroll.

MAJOR DUTIES

- Review requests sent by various departments to ensure that the salary amount has been budget.
- Reviews accruals on Time Clock Plus.
- Assists in reviewing worked hours each pay period for all employees, including overtime hours and holiday pay, and make sure overtime is paid out of the respective budgeted fund.
- Assists in reviewing all requests for overtime, incentive, car allowance, longevity pay, and other types of pay and properly budgeted.
- Assists in collecting all deduction information, including insurance, child support, retirement, cafeteria plan, credit union, and other deductions; collects all component information, including changes in slot numbers and department transfers.
- Prints checks and processes direct deposits; prints and distributes payroll related reports.
- Assists in preparing payroll analysis report.
- Assists in preparing bi-weekly payroll wire transfer reports.
- Assists in preparing retirement reports.
- Assists in preparing 941 reports to meet monthly and quarterly deadlines
- Assists in preparing child support reports.
- Assists in preparing and performing month-and-end payroll processing
- Assists with the preparation of the Quarterly Unemployment Report.

- Assists with the processing of W-2's.
- Assists employees in the setup of the Human Resources Portal through E-Suites.
- Assists in hand & thumb scan for employees.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of payroll processes and procedures.
- Knowledge of relevant local, state and federal laws.
- Knowledge of generally accepted accounting principles.
- Knowledge of customer service principles.
- Knowledge of computers and job related software programs.
- Skills in the analysis of problems and the development and implementation of solutions.
- Skills in the preparation of clear and precise financial reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

The Payroll 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 generally accepted account principles, county personnel policies and procedures, Civil Service regulations, and related federal, state, and local law and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in support of county payroll process. Success in this position contributes to the accuracy and efficiency of county payroll transactions.

