

## **CITY OF FONTANA PAYROLL TECHNICIAN**

**DEFINITION:** Under general supervision, performs paraprofessional accounting work in the preparation of maintenance of payroll and provides technical staff assistance to department and city staff. Exercises functional and technical supervision over clerical staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Review time records submitted by all departments to ensure conformance with appropriate bargaining unit contracts and administrative policies and regulations.
- Record and keys hours worked, verifies pay increases and computer file data for the current payroll period.
- Review edit documents, corrects errors and balances payroll for each pay period.
- Prepare tax returns and other reporting documentation related to payables and payroll matters.
- Prepare or processes insurance, police services, and other miscellaneous billings, retro-pay, wage assignment, retirement, deferred compensation.
- Compile routine reports related to payroll activity.
- Maintain accumulated leave records for all employees, including annual and sick leave used or accruals, bonus accruals.
- Adjust and correct computer file records.
- Perform other accounting tasks assigned, such as preparation of journal entries relating to payroll and reconciliation on a computerized system.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone assistance. The need to lift, drag and push files, reports, or other materials weighing up to 25 pounds is also required.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Knowledge of principles and practices of financial record keeping, as well as general office procedures; related laws and ordinances.

Ability to:

- Ability to understand, interpret, and apply the fundamental principles of accounting.
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- Operate a computer terminal and prepare manual and computerized financial reports, and maintain ledgers and journals.
- Analyze fiscal data and draw logical conclusions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.

**Experience:** Two years of technical accounting and payroll experience.

**Education:** Equivalent to completion of the twelfth grade supplemented by college level accounting courses.