



LEAD PAYROLL TECHNICIAN

Bargaining Unit: Professional Employee's Group
FLSA Status: Non-Exempt

DEFINITION

Under direction, the Lead Payroll Technician is high-level professional position in the Finance Department. The Lead Payroll Technician leads Finance staff and performs technical and highly detailed tasks related to payroll and benefits processing.

CLASS CHARACTERISITICS

This single position classification performs payroll processing at the journey-level requiring independent planning, judgement, decision making, initiative and strong technical knowledge. The Lead Payroll Technician classification is distinguished from the Payroll Technician class by the responsibility to perform complex payroll work for the Finance Team and provide training and technical expertise to Finance staff. The Payroll Technician class requires technical knowledge, independent judgment, decision-making, and performs routine payroll functions.

EXAMPLES OF DUTIES (*illustrative only*)

- Leads and processes bi-weekly payroll and other special payrolls as required.
- Audits payroll data submitted: reviews for accuracy, resolves discrepancies, and reconciles data to generate payment to employees and vendors.
- Leads and provides guidance and technical expertise to Finance staff and assists in the supervision and implementation of payroll processes.
- Provides training to Finance staff; ensures uniform application of the appropriate payroll rules and regulations.
- Evaluates the payroll process and implements effective procedures to ensure payroll is correctly processed on time.
- Interprets and applies official requests related to garnishments of wages, including salary intercepts requested by the IRS or Franchise Tax Board.
- Interprets and implements Memorandum of Understanding for each bargaining unit.
- Interprets and implements changes related to the California Public Employees Retirement System (CalPERS).
- Leads and reconciles to ensure timely deposit of bi-weekly payroll tax deposits of federal and state income taxes and Medicare taxes.
- Reconciles the bi-weekly CalPERS retirement and health-care reports as well as associated payments to CalPERS.
- Performs audits on account activity in the Payroll Fund and other accounts as assigned as well as assists in Financial and CalPERS audits.

- Processes retiree medical insurance reimbursements for ACH deposit or check issuance.
- Leads and processes, reconciles, balances, submits, and issues W-2 wage and tax statements.
- Answers complex questions regarding pay, benefits, and leave.
- Trains City staff on timesheet entry.
- Performs other duties as required or assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Completion of two (2) years of college with major course work in accounting, bookkeeping or a related field; and three (3) years responsible payroll record keeping experience, preferably with a governmental agency. One year leading or supervising employees.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Practices, methods, and procedures used in automated accounting, auditing, and financial record keeping.
- Principles and practices of payroll preparation and management.
- City policies and procedures related to payroll, time reporting and benefit plans.
- Federal, State and local laws and regulations associated with payroll and benefit payments/reporting.
- Complex financial reporting systems and how the payroll system can be customized and used to meet the City's unique payroll and benefit needs.

Ability to:

- Read, comprehend, and interpret complex laws, ordinances, regulations, policies, and procedures.
- Lead and train payroll staff.
- Create complex formulas used to calculate pay, retirement, leave accruals and other benefits.
- Collect, analyze, interpret and apply a variety of data and information involving payroll processing.
- Establish and maintain working relationships with City staff and outside agencies.

LICENSE AND CERTIFICATIONS:

Possession of a Certified Payroll Professional Certificate is required and must be obtained within the first twelve (12) months of employment.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.