

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN II - FINANCE

Spec No. 6149

BASIC FUNCTION

To perform technical and specialized financial, accounting and/or fiscal support services in payroll/personnel and employee data processes. This level is primarily involved in the disbursement and remitting of payroll, employee benefits, payroll taxes and may also provide basic accounting services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts in-depth analysis of data submitted by the departmental payroll liaisons for accuracy; researches, evaluates and applies the use of personnel rules and labor contracts to ensure adherence to established pay standards in conjunction with state and federal regulations; verifies changes of salaries, hourly rates, and work schedules prior to the entry of pay data; verifies gross earnings amounts with concentration of attention on specifics such as FLSA (Fair Labor Standards Act) calculations, out of class, industrial leave, medical leave, military leave, personal leave, and jury duty.
2. Coordinates, assists, and monitors timely entry of data processing with departmental payroll liaisons, Dept. of Information Services, Human Resources, and Payroll within strict guidelines and deadlines; responsible for running complex process used to auto-generate time then produce various reports for verification of hours and gross dollars by payroll liaisons; enters, approves, and finalizes all adjustments to payroll once main processing of entries is complete.
3. Conducts and participates in training one-on-one and group sessions as needed; provides payroll expertise, procedural instruction, and advice to the departmental payroll liaisons and junior taxing district payroll clerks; answers questions, resolves complaints, explains policies and procedures regarding employment taxes, retirement contributions, miscellaneous employee deductions, and explains complex state and federal regulations.
4. Conducts complex calculations of wage and overtime payments, payroll deductions, manual pay warrants, overpaid wages, and termination entitlements; balances remittances to outside agencies, edits payroll system output such as payroll registers and deduction reports for errors and out of balance conditions; determines necessary corrections to employee's earning records; decipheres, translates, codes, and enters complex payroll data.
5. Sets up sundries for each semi-monthly pay cycle; codes employee and employer paid deductions; establishes and updates personnel records for the junior taxing districts, which include the W-4 Form, benefits, salaries, and hourly rates.
6. Research, analyze, evaluate and provide information requested by WA DRS (Dept. of Retirement System); responds to requests for information of payroll records, microfiche, and reports online; interprets legal documents requesting payroll information and garnishment of wages.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Performs accounting reconciliations with an emphasis related to payroll general ledger and subsidiary accounts using defined methods and guidelines.
8. Conducts orientation; cross-trains co-workers for backup; develops and recommends new and revised written procedures for all processes.
9. Establishes, maintains, modifies, retrieves and tracks financial, accounting and/or fiscal information using a variety of methods.
10. Codes, enters, obtains and/or verifies financial, accounting and/or fiscal information following established clearly defined methods and guidelines.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in accounting, business administration or related field; AND, two (2) years technical experience in payroll or personnel; OR, any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- specialized bookkeeping and accounting principles and practices with an emphasis in payroll and personnel management
- general office practices and procedures relating to payroll activities
- federal, state and local laws as they apply to payroll administration
- personnel/payroll system documentation
- basic mathematical calculations

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- implement and apply complex and relevant procedures, laws, labor agreements and personnel rules and regulations
- clearly explain policies, procedures, and schedules
- maintain financial records and prepare related reports
- gather, evaluate, and document technical data
- maintain confidentiality and exercise good judgment
- conduct complex arithmetical computations with speed and accuracy
- operate standard office equipment
- operate county standard computer systems and office software and hardware packages
- work efficiently under pressure and meet deadline
- establish and maintain effective work relationships with all levels of county management and staff and representatives of other government agencies
- apply and use reconciliation procedures
- independently organize and perform tasks with minimal supervision, and work in a team environment

SUPERVISION

Employees in this classification receive direction from an administrative supervisor as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment and may include field trips to outlying areas. Occasional evening, weekend and/or holiday work may be required to timely complete the payroll process.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1991 as Payroll Technician II
Revised: February 2002, September 2017
Revised and Retitled: August 2006
EEO Category: 6 – Administrative Support
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous

Previous Spec No 740789