

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN III - FINANCE

Spec No. 6318

BASIC FUNCTION

To perform technical and specialized financial, accounting and/or fiscal services, and providing lead duties in payroll/personnel and employee data processes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Organize, oversee and maintain payroll system, assigns daily work and trains subordinates as necessary, reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures.
2. May conduct 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.
3. Develops and recommends new and revised policies and procedures and rules; implements, communicates, and interprets policies and procedures as necessary; provides final review, analysis, and approval of new and revised written procedures for all technical processes.
4. Researches and analyzes a variety of work-related laws, labor contracts and issues for impact on payroll process and develops and implements new procedures or policies as needed.
5. Conducts and participates in training one-on-one and group sessions as needed; assists in facilitating regular Payroll Support Group Meetings; provide advanced payroll expertise, procedural instruction, and advice to payroll technical staff, departmental payroll liaisons, and junior taxing district payroll clerks in interpreting and using policies and procedures; answers questions, resolve complaints, explain more complex policies and procedures regarding employment taxes, retirement contributions, miscellaneous employee deductions, and explains complex state and federal regulations.
6. Performs more complex accounting reconciliations related to general ledger and subsidiary payroll activities; researches and summarizes specialized or technical information from varied sources, which requires selecting the most appropriate material and the use of spreadsheets and/or customized database applications; verifies and reconciles data discrepancies and making appropriate corrections.
7. Conducts, coordinates, and performs payroll system maintenance, modifications, testing, and implementation as business updates are released by vendor or requested by payroll.

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN III - FINANCE

Spec No. 6318

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Conducts calculation and submittal of all federal tax deposit monies based on IRS guidelines.
9. Compiles and verifies data submitted to federal and state agencies; certifies by signature all tax forms submitted.
10. Resolves payroll overpayment issues by coordinating activities with department manager and Prosecuting Attorney, when necessary.
11. Acts as an expert and liaison on work related issues with departments, outside agencies, and regulatory authorities.
12. Maintains necessary records and prepares required reports.

MINIMUM QUALIFICATIONS

An Associate's degree in accounting, business or public administration, or related field; PLUS, four (4) years of technical experience in a payroll and personnel related field; OR, any equivalent combination of training, certification related to financial or accounting profession and/or experience that provide the required knowledge and abilities. Prior supervisory experience is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of payroll administration
- theories, practices and procedures related to the job specialty
- standard general and subsidiary ledger systems and applications related to payroll
- Generally accepted accounting principles (GAAP)
- applicable federal, state, and local laws and regulations related to payroll
- accounting related mathematical calculations
- county-wide payroll operations and practices
- current bookkeeping and accounting development and trends
- computerized applications and general office procedures

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN III - FINANCE

Spec No. 6318

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- effectively plan, develop and carry out complex projects
- gather, evaluate and synthesize a variety of data
- maintain confidentiality and exercise good judgment
- organize, lead, and train subordinate employees
- prepare clear and concise analytical, descriptive and evaluative reports
- communicate effectively both orally and in writing
- develop, apply and use reconciliation procedures and make appropriate corrections to payroll transactions
- establish and maintain effective work relationships with elected officials, management, consultants, staff, and employee
- establish working relationships with groups and individuals from a variety of backgrounds
- research, analyze, interpret, and apply state and federal statutes and laws
- analyze and evaluate policies and procedures and take effective action to correct deficiencies and resolve problems
- conduct and coordinate tasks related to maintenance of payroll subsystem
- work effectively and contribute to a team environment
- organize multiple tasks and priorities, work efficiently under pressure and meet deadlines
- work independently making consequential work decisions in accordance with policies, procedures, and guidelines
- maintain necessary records and prepare required reports
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as available

SUPERVISION

The employee receives general direction from an administrative supervisor as assigned. The work is performed with considerable independence and is reviewed through periodic status reports and 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](#)

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN III - FINANCE

Spec No. 6318

Class Established: January 2002 as Payroll Technician III
Revised and Retitled: August 2006
EEO Category: 6 – Administrative Support
Pay Grade: 316 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous