

# NEVADA IRRIGATION DISTRICT

## Job Description

|  |                     |                                 |  |
|--|---------------------|---------------------------------|--|
| Job Title:   | Payroll Technician  | Reports To:                     | Assigned Supervisor                          |
| Salary Range:  | <a href="#">A87</a> | Approved by Board of Directors: | 07/13/2022                                   |
| FLSA Status:   | Non-exempt          | Unit:                           | <a href="#">Unrepresented - Confidential</a> |
| <p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p> |                     |                                 |  |

### **Definition**

Under the direction of the Controller, perform the primary function of payroll in addition to performing some accounting functions, which include phases of the general ledger, project accounting, and accounts receivable.

### **Distinguishing Characteristics**

Incumbents in this job class perform responsible duties requiring the analysis and evaluation of payroll problems, applications of state and federal taxing laws and regulations, employee rights as specified in memoranda of understanding, and the application of complex payroll policies and procedures.

### **Supervision Received and Exercised**

Receives direction from assigned supervisory personnel.

### **Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform specialized and detailed work in the processing of payroll.
2. Utilize spreadsheets and computer database systems; enters, posts, verifies, handles and retrieves a wide variety of routine to complex payroll or general accounting data; and distributes required reports.
3. Provide accurate and timely information and assistance to employees.
4. Establish and maintain payroll records and process wage garnishments; review, audit and update records as necessary; handle a variety of confidential employee related information.
5. Provide technical staff support when needed to process and review for accuracy and policy compliance.
6. Perform a variety of complex financial, accounting, and customer support duties; provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting.
7. Enter and retrieve data through an online computer system; prepare and review correspondence and other accounting reports.
8. Provide backup support for processing various reports related to leave status, Deferred Compensation, PERS, IRS Section 125 plans, life insurance, disability insurance, COBRA, Worker's Compensation etc.

9. Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statement and records.
10. Research and respond to employee and District departments' questions regarding accounting procedures, status of accounts or payments, payroll, or other transaction matters.
11. Provide assistance to outside auditing firms.
12. Assist in the preparation of all monthly, quarterly and annual reports for appropriate State, Federal or other agencies as required.
13. Provide support in the area of accounts payable and other staff level support of Finance operations.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Practices, methods and terminology used in financial and statistical record keeping.
- Requirements of payroll systems, reporting, processing and administration.
- Basic and more complex math and its applications.
- Pertinent Federal, State and local laws, codes and regulations related to payroll.
- Principles and practices of research and statistical methods.
- Principles and practices of accounting, including financial record keeping and bookkeeping.
- Principle and practices of accounts payable and billing operations.
- Basic principles of Generally Accepted Accounting Principles (GAAP).
- Basic principles of Fund Accounting.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- District policies and procedures related to area of assignment.

#### **Ability to:**

- Perform a variety of difficult and responsible duties and tasks related to payroll and accounting practices, operations and processing in a governmental environment.
- Operate and use modern office equipment including a computer and applicable software.
- Interpret and explain District policies and procedures.
- Make mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and interpret complex policies, procedures and regulations.
- Maintain confidentiality of work performed and information received.
- Perform assigned duties and tasks using independent judgment and personal initiative.
- Research issues related to payroll and other areas of assigned responsibility.
- Follow oral and written instructions.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Perform duties with limited supervision.
- Recognize, prioritize and accomplish required tasks.

**Responsibility to:**

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Equivalent to an associate's degree from an accredited college or university in accounting, business, bookkeeping or related field and 3 years of payroll preparation, administration and processing experience (a bachelor's degree or higher in a related field from an accredited college or university may substitute for one (1) year of experience).

**Education:**

Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting, or a related field.

**License and Certificate:**

Possession of a valid California driver's license.

**Working Conditions**

**Environmental Conditions:**

Work is normally performed in a temperature controlled office environment subject to typical office noise.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

**Mental Conditions:**

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.