



CITY OF CHINO

Payroll Clerk

Definition:

Under immediate supervision, performs accounting and clerical duties in connection with the preparation, processing, and maintenance of City payroll and related financial records; and does related work as assigned.

Class Characteristics:

The Payroll Clerk performs accounting and clerical work in support of payroll processing, maintaining related files and paperwork, and responds to inquiries related to payroll. He/she provides support to the Payroll Technician to help ensure the payroll function is carried out in an accurate and timely manner in accordance with legal requirements and sound financial principles and practices.

This is the entry level position in a payroll class series, and is distinguished from other classes by the specialization in payroll processes and related payroll functions, and performance of tasks in which working knowledge of fiscal, payroll, and financial record keeping practices is required.

Essential Functions:

- Assist in processing and preparing the bi-weekly City payroll.
- Assist in the review of timekeeping reports submitted by all departments to ensure conformance with City policies and procedures; ensure availability of leave time reported; verify earnings and deductions; and ensure payroll checks are calculated in accordance with legal requirements, City policies, and labor contract provisions.
- Assist in generating and checking final payroll reports and registers; and in processing of direct deposit, payroll taxes, and employee deductions for payment to various banking institutions.
- Assist in processing special payroll transactions, such as wage assignments and liens, advances and other special payments; calculate and manually prepare special payroll transactions and pay checks.
- Update employee master file by keying in a variety of information, such as salary increases, payroll, and insurance deduction changes.
- Help ensure accurate reporting of changes in pay, payroll status, taxes, other deductions and benefits, retroactive pay adjustments, and terminations.
- Answer employee questions regarding payroll and benefits deductions by explaining requirements, policies, and procedures.
- Help maintain various spreadsheets to track time and payments for designated purposes, including various City benefit programs.
- Assist with the reconciliation and balancing of payroll accounts and journal vouchers.

- Assist with the generation and mailing of monthly, quarterly, and annual payroll retirement and tax withholding information to federal and state government agencies and CalPERS; help audit and balance accounts in preparation for generating tax reports; assist with generation and reconciliation of year-end payroll reports; help prepare and mail employee W-2 forms and related tax statements.
- Prepare payment requests and verify and reconcile payments to the City's benefit providers and resolve billing errors and discrepancies with providers.
- Maintain confidentiality of records and information.
- Perform general clerical work as necessary to maintain payroll and related functions; answer and direct telephone calls/e-mails; prepare memos.
- Maintain a variety of files and records related to the City's payroll system and general accounting functions.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Completed course work and/or training in accounting principles, methods and practices (desirable).

Experience:

- One year of experience in payroll processing.

Working knowledge of:

- Procedures and practices governing payroll, time reporting, and related financial transactions.
- Office methods and practices.
- Basic principles of business mathematics and record keeping.
- Data processing systems/applications.

Ability to:

- Perform difficult clerical, financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.
- Recognize and correct computational errors.
- Accurately compare, post, and transfer numbers.
- Operate a variety of office equipment including a ten-key calculator by touch.
- Comprehend and apply written and oral instructions.
- Work safely, efficiently, and independently.
- Understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Assist others in related activity.
- Deal tactfully and courteously with internal and external customers.
- Operate a computer and use a variety of software programs.
- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information and records.

Special Requirements:

- Possess strong customer service skills.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 10/26/06

Replacing Payroll Clerk classification specification dated 8/1/02

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