

# State College Borough

## Technician, Payroll

### Job Description



**REPORTS TO:** Finance Director  
**ROLE & LEVEL:** T3

**DEPARTMENT:** Finance  
**FLSA STATUS:** Non-exempt

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#### **WORK OBJECTIVE:**

The Payroll Technician performs various functions related to payroll processing to include data entry, filing and data processing for employees of the Borough. The position involves exposure to confidential information and some contact with the public. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares and processes payroll; processes and updates employee accruals each payroll
- Files and pays all taxes for each payroll period (Federal/Social Security/Medicare/State) to include various employee withholdings
- Compiles data for, prepares and processes quarterly tax reports; pays quarterly taxes
- Prepares, processes, and maintains employee retirement withholdings each payroll and initiates automated clearing house (ACH) transfers to retirement accounts
- Maintains a variety of payroll information; files and records for the purpose of providing an up-to-date reference and audit trail for compliance purposes; provides payroll data to support external audits as well as interacts with auditors as required
- Prepares and initiates weekly bank transfers; approves weekly bank transfers that have been initiated by the Manager, Financial Services
- Processes accounts payable check runs and/or other duties in the absence of the Clerk Senior, Accounts Payable
- Reconciles various withholding accounts and payroll bank account on a monthly basis
- Prepares and processes labor allocation journal entries each payroll
- Maintains and verifies accurate employee accumulator records
- Prepares and processes annual W-2's for employees
- Answers incoming Finance Department telephone calls
- Maintains accurate employee records
- Processes daily mail

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## **Supervision:**

- None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of administrative, clerical and basic accounting procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Knowledge of and experience with payroll calculations and processing
- Knowledge of applicable local, state and federal tax and payroll-related rules and laws
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel, and PowerPoint)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to compile information and produce reports of key financial data
- Ability to maintain detailed accurate records, create and maintain databases
- Ability to communicate effectively, verbally and in writing

## **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by three or more years of payroll processing experience; or an equivalent combination of education, certification, training, and/or experience.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

## **PREFERRED QUALIFICATIONS:**

- Associate's degree

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## **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

## **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

## **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date