

CLASS SPECIFICATION
Wage Services Technician
Code Number: _____

GENERAL PURPOSE

Under general supervision, performs responsible accounting support and administrative work in the preparation, processing and maintenance of Commission payroll, benefits and related wage and financial records; performs related confidential studies, analysis and projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Wage Services Technician performs highly responsible, confidential duties in the preparation, administration and maintenance of Commission payroll and benefits transactions and records, ensuring that this function is carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Wage Services Technician is distinguished from other accounting support classes by the incumbent's specialization in preparing Commission payrolls and payroll records and other confidential employee benefits and wage related records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Coordinates and participates in the preparation and processing of the bi-weekly payroll; reviews timekeeping reports to ensure accurate, complete data and allocation of time to cost code centers; follows up with employees and supervisors to resolve timekeeping errors; data enters timekeeping and complex personnel action form data to ensure pay is calculated in accordance with legal requirements, Commission policies and provisions of applicable Memoranda of Understanding; uploads final payroll data to the Commission's outside payroll service to meet stringent processing deadlines; verifies, audits and reconciles final payroll reports and registers and initiates the generation of paychecks; processes and data enters special payroll transactions and adjustments, such as wage assignments and liens, child support payments, student loan collections, transportation subsidies and jury service payments; picks up and distributes paycheck and pay notices.

Calculates and prepares wire transfer requests for direct deposits and distribution of deductions for pension and retirement accounts; prepares procurements to make payments to vendors and agencies for payroll liability accounts; prepares and processes journal entries to ensure timely, accurate posting of payroll and payroll-related expenses to the Commission's general ledger system; develops and maintains spreadsheets and prepares journal entries to allocate payroll costs to activity cost centers; audits and reconciles vendor benefits statements with Commission payroll deduction data.

Audits quarterly and annual payroll tax reports prepared by the Commission's tax filing service; audits and reconciles year-end payroll reports; authorizes and mails employee W-2 forms by required dates.

Ensures accurate reporting of changes in pay, payroll status, taxes, other deductions and benefits, as well as retroactive pay adjustments and terminations; tracks and compares data on actual time worked to budget estimates; answers department and employee questions regarding payroll and benefits deductions by explaining requirements, policies and procedures.

Generates and distributes payroll and timekeeping documents, schedules and reports to sections.

Ensures payroll service reporting meets Commission needs for maintaining and updating database fields and output reports; verifies accuracy of generated reports and takes steps to correct discrepancies.

OTHER DUTIES

Processes stop payment requests and reissues checks.

Coordinates the delivery of payroll services with the Commission's outside payroll service provider.

Conducts special research and recommends appropriate actions based on findings.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Commission rules, procedures and practices governing payroll and time reporting and related financial transactions; federal, state, local and Commission laws, regulations, rules and guidelines applicable to timekeeping, payroll preparation, pay and tax reporting; the Commission's Chart of Accounts; basic practices and procedures of governmental accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping; fundamental accounting and internal control policies and procedures; the Commission's general ledger system and associated practices and procedures for processing accounting information and interpreting input and output data; uses and operations of standard payroll software; standard office practices and procedures; Commission administrative regulations, personnel policies and Memoranda of Understanding; election

choices and employee costs for Commission benefit plans; principles and practices of sound business communication; uses and operations of spreadsheet and other standard business software.

Ability to:

Operate a computer, calculator and other standard office equipment; utilize spreadsheet and other standard business software to carry out assigned responsibilities; organize, set priorities and exercise sound judgment within established guidelines while meeting stringent processing deadlines; understand, interpret, explain and apply and reach sound decisions in accordance with applicable laws, rules, policies, regulations and section procedures governing payroll and time reporting; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; work effectively and courteously with Commission employees, outside payroll service representatives and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and five years of progressively responsible experience in performing financial or statistical record keeping, four years of which involved responsibility for preparing payroll records; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. The employee is occasionally required to stand and walk; stoop, kneel, or bend; and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read, interpret and analyze data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with a high degree of accuracy; work under stringent deadlines with frequent interruptions and interact with Commission employees, outside payroll service representatives and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.