

# METRO

## Job Description

**Title:** Payroll Technician  
**Job Code:** 6020  
**Pay Range:** 10  
**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580  
**Established:** March 2010  
**Revised:**  
**EEO Category:** Administrative Support

### DESCRIPTION

Process payroll to deliver accurate pay statements to employees and deduction payments to appropriate provider(s). Review, verify, balance, and process payroll data. Maintain financial records related to payroll.

### DUTIES AND RESPONSIBILITIES

1. Assumes responsibility for a complex, Metro-wide payroll function; prepares, maintains and verifies all routed records or reports.
2. Reconciles Kronos data with PeopleSoft Audit Report.
3. Maintains knowledge of evolving payroll laws, rules, and contract terms to ensure accuracy of payroll.
4. Enters payroll information into automated payroll system.
5. Prints and reviews payroll reports to assure accuracy of payroll.
6. Creates and runs PeopleSoft queries to resolve payroll issues.
7. Responds promptly and professionally to employee requests for information about payroll amounts or processes.
8. Calculates the amount of pay per employee, taking into account union dues, garnishments, and other deductions.
9. Produces off-cycle paychecks as required.
10. Accumulates and classifies data from varied sources to make summary reports as required and analyzes data to determine variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data.
11. Responds to a variety of departmental, vendor and public requests for information about payroll and leave balances; provides requested information when authorized or refers to appropriate individual for response.
12. Inputs, reviews and controls payroll information in a relational database system.
13. Creates and edits correspondence, reports and statistical information using a computer. May perform general office duties such as filing, copying and faxing.
14. Assists in developing procedures and reporting formats to establish or improve specific payroll processes.
15. Compiles data for a variety of narrative and statistical reports; prepares correspondence and technical reports.
16. Assists the public, public officials and other employees in a professional and courteous manner.
17. Develops safe work habits and contributes to the safety of self and co-workers.
18. Contributes to a positive team atmosphere.
19. Has regular and punctual attendance.
20. Performs assigned duties during an emergency situation.

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21. Other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Experience**

- The equivalent of two years of college or vocational courses in accounting and business and a High school diploma or GED and
- Two years of payroll experience applicable to the assigned area or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform e classification duties and responsibilities

#### **Knowledge, Skills and Abilities**

- Laws, rules, polices, contract provisions and procedures that impact Metro's payroll administration
- Double entry accounting principles and practices
- Governmental payroll practices
- Modern office methods and ability to operate basic functions of a computerized record keeping system and standard office equipment such as a calculator, photocopier, fax machine and computer
- PeopleSoft HRIS and Kronos time keeping system
- Accurately apply fundamental payroll principles to the keeping of detailed payroll records and the preparation of payroll reports utilizing spreadsheets and databases
- Apply established procedures and guidelines to the maintenance of payroll accounts and records
- Organize and prioritize work to meet deadlines and demands of peak season workloads
- Make mathematic calculations quickly and accurately
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Successfully pass the background check and screening requirements of the organization

#### **TOOLS AND EQUIPMENT USED**

Standard office equipment is used, PeopleSoft HRIS and Kronos time keeping system

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### **SUPERVISION RECEIVED**

Supervision is received from the Payroll Supervisor and may receive lead direction from the Payroll Specialist

### **SUPERVISION EXERCISED**

None

### **WORK ENVIRONMENT**

Work is performed mostly in an office setting

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*