

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Payroll Technician I GRADE: 14 DATE: 8/26/2020
SERIES: Corporate Accounting and Finance CODE: 1232 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under general supervision and within the Department of Finance, performs entry-level routine and reoccurring Commission-wide payroll processing duties; builds knowledge by learning the full range of payroll responsibilities. Incumbent checks and audits timekeeping records and verifies compliance with established standards. Assists in preparing various payrolls on a weekly or bi-weekly basis to provide salary payments to different categories of employees on different pay scales with differing categories of deductions. Uses standard office support information and equipment to perform payroll and general office support assignments. Some work is confidential or sensitive. The work contributes to the accuracy, adequacy, timeliness and other facets of payroll processing support. Applies knowledge of and skill in payroll processing and specialized knowledge of accounting practices. Independently performs various types of operations and solves conventional problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings new or uncommon problems to the supervisor or a higher-grade employee for guidance or resolution. Specific instructions are given for new assignments. The work is subject to review in process and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Checks timekeeping records for compliance with established standards, accuracy and completeness. Maintains time and attendance records. Assists in updating records of employee status (e.g. work hours, job class, pay grade, pay rate).
2. Keys timecards and sorts payroll checks/direct deposit notifications for distribution. Assists with entering new-hire deductions into the payroll system and changes in tax status.
3. Assists with entering and processing direct deposit requests, returns and corrections. Contacts employees to verify direct deposit information. Updates payroll records by entering changes in exemptions and deductions.
4. Assists with printing and distributing paychecks; generates payroll reports.
5. Assists with resolving payroll discrepancies by collecting information.
6. Provides payroll information by responding to questions and requests for information.

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7. Contacts employees when necessary to obtain additional information for issues received by email, facsimile (FAX), phone call, and walk-up window (e.g., proper account numbers, missing data). Responds to basic payroll inquiries from employees.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in: (a) payroll processing; (b) income tax withholding and Federal Insurance Contribution Act (FICA)*; (c) Fair Labor Standards Act (FLSA)*; (d) accounting practices (e) applicable automated payroll and accounting systems*; (f) automated and manual office practices; (g) use of various computer software in maintaining financial records.
(2) Knowledge of Commission organization, policies and procedures.*

** Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve routine practical problems; troubleshooting errors on employee paychecks*; calculating fractions, decimals, and percentages; and performing tasks accurately.
- C. Skill in communication to understand verbal and written information and to express such information so that others will understand.
- D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. High school diploma or a Certificate of General Educational Development (GED).
2. One (1) year of experience working in a professional office environment, or, working in accounting or payroll.
3. An equivalent combination of education and experience may be substituted, which together total 1 year.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort; may require greater physical effort on an incidental basis. May be subject to various job demands such as high volume of work and tight deadlines. Work occasional evenings, weekends, and holidays.