

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Corporate Payroll Technician II      GRADE: 16      DATE: 8/26/2020  
SERIES: Corporate Accounting and Finance      CODE: 1233      EEO: Technician      FLSA: Non-Exempt

### Class Definition:

Under direction and within the Department of Finance, performs a full range of routine and non-routine Commission-wide payroll processing duties involving moderate levels of responsibility, complexity, and variety; checks and audits timekeeping records; verifies compliance with established standards and resolves problems. Prepares 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 and resolves payroll problems. Uses standard office support information and equipment to perform payroll and general office support assignments. Some work is confidential or sensitive. Work has important impact on the accuracy, timeliness, reliability and procedural compliance of a range of payroll work products and services. Applies knowledge of and skill in payroll processing, income tax withholding and regulations relating to employee pay and specialized knowledge of applicable automated payroll and accounting systems. 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.

Assignments are made in terms of ongoing functional responsibilities, requirements of specific assignments and anticipated problems. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted office support practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings uncommon problems to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Receives time sheets and personnel action forms; audits time sheets to check for accuracy and completeness, and updates leave records. Updates employee time entry with hours, pay codes, adjustments and deductions when needed.
2. Enters new-hire tax withholding forms into the payroll system; posts changes in tax status and miscellaneous changes. Researches pay discrepancies; issues manual checks if necessary.
3. Processes direct deposit requests, returns and corrections; and transmits data. Contacts employees to verify direct deposit information (e.g. bank account(s), bank routing number). Maintains Direct Deposit returns and corrections.
4. Processes and maintains rent and vehicle deductions.
5. Processes and maintains all garnishments and Federal Tax Levies. Refers to and complies with all policies and procedures.

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6. Prints and distributes paychecks; generates payroll reports.
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) and researches and resolves discrepancies. Responds to inquiries from employees regarding status of paychecks, tax withholding, leave accounts and other related matters.
8. Provides guidance to unit payroll representatives on using timekeeping and payroll systems, advises on proper coding and time reporting.
9. Communicates with Corporate Treasury Unit for stop payments and approvals on all manuals and reissued checks.
10. Conducts research and special problem analysis as needed including special calculation models for non-standard payroll programs and situations.

### Important Worker Characteristics:

- A. (1) Knowledge of, and skill in using: (a) payroll processing; (b) income tax withholding and Federal Insurance Contributions 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; performing tasks accurately; conducting payroll maintenance and testing; and reconciling payroll and financial records.
- 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 or a leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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### **Minimum Qualifications (MQs):**

1. High school diploma or a Certificate of General Educational Development (GED).
2. Three (3) years of experience handling payroll processing duties or progressively responsible accounting or bookkeeping experience.
3. An equivalent combination of education and experience may be substituted, which together total 3 years.

### **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.