



Job Title: Payroll Technician

Closing Date/Time: Mon. 02/13/12 5:00 PM Eastern Time

Salary: \$25.53 - \$33.15 Hourly

Job Type: Full Time

Location: 4 County Complex Court, Woodbridge, Virginia

How to Apply: Apply online at: www.pwcsa.org

Position Summary:

Performs technical fiscal work in administering the Authority's payroll function. The work involves compiling payroll data and maintaining payroll records, processing payroll-related actions and maintaining related controls. Works with Human Resources staff on employee pay and deduction related issues.

Position Responsibilities / Essential Job Functions:

- Serves in a fiduciary capacity for the Service Authority safeguarding the Authority's property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.
- Processes payroll transactions for preparation of bi-weekly payroll. Verifies all pay rate changes and payroll data entry for accuracy. Reviews and checks for accuracy on all changes to deductions and benefits.
- Prepares vouchers to pay garnishments and other withholdings. Prepares and transmits Federal and State tax deposits.
- Processes paychecks on a bi-weekly basis. Responsible for preparing direct deposits, wire transfers and distribution of checks to employees. Enters payroll data on ledgers, control sheets and other accounting records; enters accounts payable vouchers for benefits and related expenditures into financial system. Assists in reconciling general ledger to various payroll reports.
- Works with Human Resources to coordinate administration of employee time data entry for each bi-weekly payroll period.
- Ensures accuracy of changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee



to update master payroll records.

- Reconciles health insurance invoices. Reconciles and prepares Virginia Retirement report and prepares remittance report.
- Researches and analyzes complex payroll and accounting issues. Prepares periodic financial, statistical or operational reports as assigned.
- Maintains all necessary payroll related files.
- Composes and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Answers payroll related questions from employees.
- Prepares annual audit schedules of payroll and insurance reconciliation to general ledger. Reconciles and prepares federal and state quarterly and annual filings.
- Acts as a liaison with Human Resources on transactions affecting payroll such as new hires, terminations, retroactive cost-of-living-adjustments (COLA's) and other increases, insurance deductions, etc.
- Assists with general ledger reconciliations as requested.
- Supports Accounting Department as assigned by the Accounting Manager.
- May be deemed essential at any time.
- Performs other duties as assigned or required.

Essential Skills and Experience:

- Knowledge of: modern office practices and procedures including standard office automation and hardware and software; general accounting practices as applied to the preparation of payroll; record keeping requirements, rules and regulations related to assignment; reporting laws and requirements of various state and Federal agencies, insurance, and financial firms; basic business data processing principles and applications; computer equipment and software applications related to assignment; business mathematics; and English usage, spelling, grammar and punctuation.
- Ability to: perform complex and specialized financial technical and clerical work related to the preparation, processing and maintenance of the Service Authority's payroll; perform computational tasks and other technical and clerical functions with speed and accuracy; compile and



reconcile numerical and financial data; learn and effectively apply the laws, rules and regulations of payroll; exercise good judgment in the application and interpretation of policy, regulations, and procedures related to assignment; provide technical assistance in specialized procedures to departmental personnel; prioritize work, coordinate several activities and follow up as required; operate standard office equipment; work effectively in the absence of supervision; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

- Associate's degree in Accounting, Finance or a related field.
- Three years of progressively responsible payroll experience handling all aspects of a 250+ employee payroll in-house.

Special Requirements:

Must be bondable.