



# Example of Payroll Technician Job Description

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Our company is growing rapidly and is looking to fill the role of payroll technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for payroll technician

- Recording all transactions in the accounting system (banking transfers, third-party remittances)
- Executing certain tasks involved in closing out the accounting period
- 7 years of experience working with state and federal payroll regulations supporting 2500+ employees reflecting increasing levels of responsibility
- Generate, process and verify pay rate, title and status changes for all employee types in Oracle
- Process all promotions, terminations, retirements and transfers for all employee types
- Analyze state and university personnel rules and regulations and their impact on the FM department
- Maintain confidential and accurate personnel records, files and reports for all FM employees
- Insure that all deadlines are met
- Partners with Navy Exchange HQ's team to ensure timely processing of pertinent records to include adjustments, journal entries, and other timekeeping information to meet required deadlines
- Partners with Managers/Supervisors to ensure submission of time card information, missing documentation, and resolution of discrepancies to facilitate timely and accurate processing of information

## Qualifications for payroll technician

- The skills necessary for this position are computer skills including Excel, a self-motivated individual that works independently in a fast paced environment and great customer service
- One-year experience in the manual calculation, verification of appropriate pay and employment information or an equivalent combination of education and experience
- Prepare applications for direct transfers of tax remittances
- Reconcile tax remittances periodically, and analyze general ledger accounts pertaining to remittances monthly
- Calculate tax remittance estimates, and anticipate outflows affecting cash flow
- Member of the Canadian Payroll Association (is considered an asset)