



<b>DATE</b>	January 2013
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Financial Services Technician II  
 DEPARTMENT/DIVISION: Varies  
 REPORTS TO: Varies

**SUMMARY:** Responsible for performing technical work related to payroll and other financial data. Ensures that payroll processes and systems are accurate and applied according to City, state, and federal guidelines. Prepares routine reports for verifying and tracking transactions; performs routine problem solving. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Reviews timesheets for discrepancies.
- Enters timesheet information into appropriate Human Resources Information System (Kronos).
- Validates timesheets for accuracy.
- Enters data affecting payroll (e.g., time corrections, deductions, etc.)
- Sets up new accounts for employees for payroll and/or other record keeping purposes.
- Creates reports using Human Resources Information Systems in order to update and/or validate employee and/or payroll data (e.g., time reporting, benefits, and payroll deductions).
- Identifies, researches, and resolves data discrepancies to ensure complete and accurate payroll and other employee data.
- Assists Information Technology Services in testing payroll and other system applications.
- Assists customers and employees with questions regarding payroll questions over the phone and in person.
- Prepares, updates, and maintains a variety of payroll and other employee information records and/or files.
- Reviews payroll and other related documents for accuracy by ensuring proper signatures, dates, amounts and other related information.
- Prepares and maintains a variety of files and records in assigned area of responsibility.
- Compiles and organizes data and documents in assigned area of responsibility and forwards to appropriate internal staff as appropriate.
- Performs routine office activities, which may include: making copies; filing; sorting, opening, and distributing mail; entering information into a database; faxing documents; and, performing other related activities.
- Performs other duties as assigned.

## **POSITION SPECIFIC JOB FUNCTIONS:**

### **Payroll**

- Validates timesheet entries, assists with payroll processing, prints checks and direct deposit statements, validates and updates payroll deduction information, and maintains timesheets.

### **Workforce Services**

- Processes, enters, and maintains various employee related data such as new hire information, promotions, transfers, terminations, and benefits related data. Assists employees with various questions related to Workforce Services (e.g., leave balances, administrative directives, and account access). Serves as backup to the HRIS Administrator.

## **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic accounting principles;
- Knowledge of basic payroll processes and principles;
- Knowledge of modern office practices;
- Knowledge of timekeeping principles;
- Skilled in keyboarding;
- Skilled in reviewing financial forms and paperwork for completeness and accuracy;
- Skilled in performing basic mathematical calculations;
- Skilled in maintaining office supplies;
- Skilled in maintaining files and records;
- Skilled in operating modern office equipment;
- Skilled in providing customer service;
- Skilled in routine problem solving;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One year of either accounts payable or payroll experience depending on area of assignment.

## **PREFERENCES:**

- None.

## **WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.

- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.