

FINANCE/HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs technical and detailed work required to produce the City's semi-monthly payroll; assists with the recruitment, selection, employee orientation, workers' compensation and other human resources processes; maintains personnel records; performs a variety of finance processing, including revenue accounting, accounts receivable and payable and financial analysis, research and personnel and payroll processing; provides technical support to the offices to which assigned regarding automated systems; and performs related work as assigned.

CLASS CHARACTERISTICS

This class, reporting directly to the Finance/Human Resources Director, performs a variety of technical duties in support of the City's finance, human resources and payroll systems. Successful performance of the work requires knowledge of automated finance systems, public agency finance and accounting functions, payroll processes and techniques and a familiarity with human resources functions. This class is distinguished from other City office and administrative support classes in that the responsibilities relate specifically to City-wide finance, payroll and human resources functions, rather than departmental activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives, reviews, verifies and processes time recording documents to prepare a semi-monthly payroll for all City employees; audits such documents for completeness, accuracy and compliance with rules and regulations.
- Maintains records of employee payroll deductions, insurance choices and other factors related to payroll; prepares reports and payments for various taxing, financial and insurance organizations.
- Answers questions from employees and supervisors and researches and resolves issues related to payroll, leave balances, deductions and other payroll related matters.
- Maintains records related to employee benefit plans; acts as liaison with benefit providers to supply information and solve problems; explains rules and coverage to employees.
- Maintains official and confidential City employee personnel records.
- Processes workers' compensation claims; works with the third-party administrator regarding payment and management of such claims.
- Prepares job announcements and advertisements following an established format; distributes application forms; notifies candidates at each step of the selection process.
- Assists departments in the preparation of materials for oral interviews; compiles scores and prepares employment lists.
- Assists employees in completing paperwork required for hire; conducts employee orientation sessions.
- Prepares quarterly and annual payroll tax returns.
- Conducts surveys regarding organization, salaries, benefits, policies and procedures.

- Provides a variety of general finance office support to the City's Finance/Human Resources department in such areas as revenue accounting, payroll, finance posting and reporting and in other areas as assigned.
- Reviews invoices for payment to ensure proper documentation and authorization; ensures that there are sufficient budgeted funds for payment.
- Inputs invoice and payment information into the computer; produces and distributes checks and prepares reports regarding accounts payable.
- Provides information to operating staff, vendors, contractors and others regarding invoices and payment status.
- Processes fees and charges for various programs, prepares receipts as required, balances receipts on a regular basis and prepares deposits.
- Prepares departmental billings for City services and facilities.
- Maintains a variety of reports regarding revenue received for each departmental or City-wide program; prepares periodic and special reports regarding program revenue and operating costs.
- Performs a variety of finance analysis and research to maximize City/departmental resources.
- Assists in preparing departmental budgets; researches information and assists with department budget preparation and administration; coordinates various program budgets; monitors expenses on an ongoing basis.
- Reconciles funds on a periodic basis; implements corrections after approval.
- Maintains a variety of budgetary and financial records; audits departmental and central payroll records.
- Enters, edits and retrieves data and prepares a variety of periodic manual and computer-generated reports.
- May instruct and direct the work of temporary or volunteer staff on a project basis.
- Operates standard office equipment, including computers.

QUALIFICATIONS

Knowledge of:

- Basic accounting and finance record keeping and financial document processing procedures.
- Practices of reviewing financial documents for completeness and accuracy.
- Record keeping and information processing requirements and rules and policies related to the production of an employee payroll.
- Basic practices of human resource administration, with particular reference to recruitment and selection and salary administration.
- Payroll reporting and payment requirements of various state and federal agencies and benefit providers.
- Principles and practices of auditing payroll and accounts payable documents.
- Applicable laws, codes and regulations.
- Techniques for reconciling financial records.
- Record keeping and filing principles and practices.

- Standard business arithmetic.
- Computer applications related to the work performed.
- Techniques for dealing with the public, in person and over the telephone.
- Standard office practices and procedures, including the use of standard office equipment.

Skill in:

- Interpreting, applying and explaining principles and practices of the payroll process.
- Reviewing payroll and other financial documents for completeness and accuracy.
- Maintaining accurate and confidential payroll and personnel records.
- Performing technical human resources support work.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and producing accurate reports in a timely manner.
- Making accurate arithmetic calculations.
- Interpreting, applying and explaining policies, procedures and regulations.
- Exercising sound independent judgment within procedural guidelines.
- Operating standard office equipment, including a computer.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or technical school training with major course work in human resources, payroll, accounting or a related field and two years of experience that has included the maintenance of processing and preparation of an employee payroll and/or financial and accounting processing and record keeping. Experience in a public agency setting is desirable. Additional experience as described above may be substituted for the education on a year for year basis.

Physical Demands:

Must possess mobility to work in a standard office setting, and to use standard office equipment, including a computer; vision to read printed materials, plans and a computer screen; and hearing and speech to communicate in person and over the telephone.