Position: Payroll Technician II

DEPARTMENT: Payroll

IMMEDIATE SUPERVISOR: Assoc. Director, Finance and Accounting

POSTING DATE: 9/3/15

CLOSING DATE: 9/10/15

SALARY: Commensurate with Experience

EXEMPT STATUS: Non-Exempt (hourly) Full time Benefited

GENERAL NATURE OF POSITION:

Under general supervision, the Payroll Technician II processes and monitors the payroll activities for approximately 1,700 employees per year. The technician is responsible for ensuring that each employee receives the correct amount of pay, based on their reported hours, and that the payroll charges are expensed to the appropriate accounts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Prepares time sheets for input into the payroll system. Applies various existing rules in computing payments to employees, full time and part-time, overtime, special consultant, 12 month, 10 month, quarterly, semester, summer session. Process changes in pay statuses, including reappointments, promotions, reclassifications and separations. Ensures that all employee appointments fall within the start and end dates and takes appropriate actions as necessary when appointment expires. The Technician also computes and processes disability pay, honorariums, stipends, health care reimbursements, moving expenses, travel reimbursements, as well as all deductions.

2. Responds to payroll inquiries from both internal and external sources. This may involve preparing special payroll history reports (for a project director), new hire tracking (to provide data to state of California for child support), hours worked by department (to provide data to labor statistics bureau), tracing and correcting payroll posting errors and discrepancies, and researching and verifying employee records (to assist with employment verification, unemployment audit and disability claims).

3. Reviews and verifies accuracy of payroll checks and output reports. Initiates appropriate measures to correct errors prior to payroll disbursement, including issuance of manual checks.

4. Prepares requisitions for all payroll deductions, such as garnishments. Prepares payroll journal entries for a computerized accounting system. Reconciles miscellaneous payroll liability and expense accounts. Submits payroll expenditures for posting into the Bi-Tech financial accounting system (IFAS).

5. Records and maintains vacation and sick leave records for all eligible employees. Reviews year-end W-2’s for accuracy and makes appropriate adjustments.

6. Analyzes non-typical situations and applies appropriate response. Recommends course of action to supervisor where significant external consequences are involved. Participates in evaluating payroll procedures for compliance with Research Foundation’s Fiscal Policy, and confers with Department supervisor and manager in the formulation and implementation of payroll policies and procedures.
7. All other duties as assigned.

INTERPERSONAL CONTACTS:

1. Reports to the Associate Director of Finance and Accounting.
2. Interacts and maintains a professional working relationships with internal office staff, project directors, faculty members, SJSU support staff, students and vendors.

QUALIFICATIONS:

1) **Education**
   AA degree in accounting or business preferred.
   A minimum of two semesters of accounting coursework required. Experience may be taken into consideration in lieu of formal education.

2) **Experience**
   A minimum of 3 years’ experience in an accounting or a clerical position with payroll experience is preferred. Working knowledge of computerized payroll system is preferred. Work at this level is distinguished by the fact that the work is accomplished with a much greater degree of independence and a thorough knowledge of all types of payroll transactions and procedures.

3) **Knowledge, Skills, Abilities required**
   - General knowledge of principles and methods of computerized and manual record keeping.
   - Must be well-organized and attentive to detail. Demonstrated ability to execute date entry tasks accurately and proficiently.
   - Demonstrated ability to coordinate varied tasks, meet deadlines and successfully complete projects. Ability to work with minimum supervision and apply initiative and judgment in resolving problems.
   - Demonstrated ability to communicate effectively in verbal and written form.
   - With the basic knowledge listed above, the employee is expected to take no more than six months to perform the duties of this position proficiently.

4) **Physical Requirements**
   - Must be able to operate a ten-key adding machine.
   - Must be able to operate a PC including mouse and keyboard.
   - Must be able to operate general office equipment.
   - Must be able to sit for extended periods of time.
   - Visual acuity associated with concentrated computer use.

5) **Complexity of Duties**
   - Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required.
   - Actions taken or decisions made are limited to few possibilities.
   - Assignments are performed under limited supervision, normally receiving no instructions on routine work, general instructions on new assignments.

SUPERVISORY RESPONSIBILITIES:

None.
APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code PTII
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

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The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.