THE POSITION
The Accounting Technician in Payroll (Payroll Technician) performs a variety of duties related to payroll preparation and processing of employees' time and labor hours. Accounting Technicians perform varied and complex accounting clerical work and learn to perform professional accounting work. Working with speed and accuracy within established deadlines, timelines and schedules, Payroll Technician duties include:

- Performing payroll processes including on-cycle and off-cycle of biweekly payrolls, monthly payrolls, and retirees' payrolls according to established deadlines and schedules.
- Collecting timesheets and calculating employee hours paid.
- Establishing and maintaining employee/payroll records.
- Preparing final paychecks processing of terminations and retirements timely and accurately.
- Providing support to annual financial statement, IRS, state payroll, Workers Compensation, and other audits as required.
- Accurately troubleshooting and resolving timesheet issues for compliance.
- Balancing and controlling earnings and deduction totals, inspecting automated system output such as registers and standard reports.
- Researching federal and state payroll tax issues.
- Assisting in preparing and filing quarterly payroll taxes.
- Assisting internal staff with questions, report requests, and adjustments.
- Responding to employee issues as quickly as possible with high quality service.
- Training new payroll clerical staff in all payroll related functions.
- Creating ad hoc reports for higher level management.
- Processing child support orders, garnishments, and any other wage assignments including disclosures, final statements, and changes.
- Assisting annual W-2 process, ensuring accuracy of information, and timely submission of W-2s.
- Recommending and participating in the development of new functional payroll processes.
- Providing assistance for quarterly tax reconciliations and workers’ compensations reconciliations.
- Providing support to the Payroll Lead and Payroll Supervisor.
- Computing, compiling, and verifying a variety of financial, statistical, and accounting data including manual and computerized reports.
- Maintaining and reconciling a variety of financial, statistical, and accounting records; verifying accuracy and completeness, and arranging for corrections as necessary.
- Preparing reports, records correspondence, invoices, and other accounting and financial documents, ensuring accuracy and completeness.
- Preparing Journal entries, posting and balancing ledger accounts, and preparing financial reports.
• Preparing and analyzing computer input/output data; reconciling detailed subsidiary records to data processing control totals.
• Classifying and verifying data reported on various financial documents such as invoices, material documents, time sheets, etc.
• Providing factual information to EBMUD staff from various work units, retirees, vendors, contractors and others that require knowledge and interpretation of rules, policies, and procedures pertaining to work assignment.

The most competitive candidates will:
• Have at least one year of payroll processing experience, including knowledge of payroll procedures, principles, and techniques
• Know financial information systems such as PeopleSoft, Oracle, or SAP
• Know queries, reports and filing systems
• Know MS Office software
• Have demonstrated ability to make independent decisions
• Be highly organized and detail oriented
• Be able to work in a fast-paced, deadline driven environment
• Be a team player and thrive in a collaborative environment

REQUIREMENTS
Knowledge of:
• Bookkeeping and general accounting procedures and practices
• Arithmetic computations, including decimals and fractions
• Basic accounting and bookkeeping principles and terminology
• Basic electronic data processing principles

Ability to:
• Make arithmetical calculations with speed and accuracy
• Gather data and verify information
• Maintain detailed and accurate records
• Prioritize assignments and important deadlines
• Learn and apply accounting and bookkeeping principles
• Interpret computer-based financial and accounting reports
• Analyze accounting records
• Establish and maintain effective working relationships
• Manage multiple priorities and meet deadlines while maintaining a high degree of accuracy
• Maintain confidentiality and professionalism
• Listen effectively and respond clearly and directly both verbally and in writing

Education and Experience:
A typical means of acquiring the essential knowledge and abilities is:
1. Completion of the twelfth grade or its equivalent plus 12 semester units in accounting
2. Three years of increasingly responsible experience preparing and maintaining payroll, accounting, bookkeeping, statistical, billing or other financial records.
THE SELECTION PROCESS
1. Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com by 4:30 p.m., Friday, November 14, 2014. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, with those candidates demonstrating the strongest qualifications for the position to be invited to a written test scheduled for December 6.
3. Successful candidates will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 to 24 months.

SUPPLEMENTAL QUESTIONS
As the first step in the selection process, responses to the supplemental questions must be submitted online with the regular EBMUD application. Please provide thorough, accurate descriptions of assignments you have personally performed.
1. Do you have at least 12 college semester units in accounting or accounting-related subject areas? YES/NO
2. Do you have at least three years of increasingly responsible experience in preparing and maintaining payroll, accounting, bookkeeping, statistical, billing or other financial records? YES/NO
3. Describe your experience performing payroll functions. Include any experience with earnings and deductions setups for employees, timesheets processing, federal and state taxes reporting, W-2 year end processing, and all input and output payroll related interfaces.
4. Describe any payroll-specific coursework you may have taken or credential you may have achieved.