



City of
CERES

Together We Achieve



Payroll Technician I/II
\$3,781 - \$5,076 monthly (paid biweekly)
EXCELLENT BENEFITS

3% Cost of Living Increase effective July 1, 2023

Open: Tuesday, December 13, 2022

Open: until filled, first review of applicants is Tuesday, December 27, 2022

This is your opportunity to be a part of a thriving Payroll Team! Under supervision (Payroll Technician I) or general supervision (Payroll Technician II), perform a variety of complex assignments in the development, maintenance, and processing of the City payroll; develop and prepare payroll reports required by other agencies; respond to employee and other inquiries regarding the payroll system; perform a variety of complex account and statistical record keeping work; and perform related work as required.

Responsibilities may include:

- Develop and coordinate the City payroll process.
- Provide some direction, coordination, guidance, and training for other City staff involved with payroll functions.
- Receive and input, or review input of employee time and leave records into the City payroll system, checking for accuracy and needed corrections.
- Coordinate and research payroll discrepancies with Department payroll staff and make necessary corrections.
- Process new employees into the payroll system; verify status, job classification, salary, demographics, deductions, accruals, taxes, retirement plan, and benefits.
- Maintain and update a variety of payroll information and records.
- Prepare a variety of reports for employee benefit vendors, public records requests and other government agencies.

Requirements:

Education/Training:

Completion of an Associate's degree from an accredited college with an emphasis in accounting, business or a related field.

Experience:

Payroll Technician I: One year of payroll processing or accounting experience.

Payroll Technician II: Two years of increasingly responsible financial and statistical record keeping experience, including experience in developing and administering a payroll system.

Open: until filled First Review of Applicants: DECEMBER 27, 2022

Applicants must submit a completed online City job application and supplemental questions. To apply and view complete job and benefits information, please visit <https://www.calopps.org/city-of-ceres> or www.calopps.org. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: JoAnn Henley at (209) 538-5746.