



Job Title: Payroll Technician
Department: Accounting
Reports To: Accounting Supervisor
Position Classification: N04
Approved Date: Feb 2023

Position Summary

Performs various accounting functions requiring application of the principles of accounting involving payroll, accounts receivable, accounts payable and general administrative duties.

Essential Job Functions:

Maintains two payroll systems that are based on a biweekly pay cycle for 65 and 10 employees, respectively. This includes but is not limited to, processing biweekly payroll through a third-party vendor, and completing all related liabilities and expense accounting. This includes:

Payroll:

- Communication with Employee's on exceptions/changes to the standard payroll process or laws.
- Ensures all employee and employer data has been input into payroll provider software accurately prior to generating payroll checks.
- Calculates and inputs all payroll related changes on employee checks (garnishments, Increases, etc.
- Prepares JVs related to payroll and generates fund cost spreadsheets as required.
- Review & correct Comp & PTO schedules, verifying maximums throughout year.
- Completes Employer related correspondence from Unemployment, Worker's Compensation, etc.
- Review & coordinate with payroll provider on unemployment reports, 941 and W-2s. Request corrections as needed.
- Responsible for payroll cash reimbursements from entities/entities/fund.
- Reconciles all insurance billings and payroll deductions with the General Ledger.
- Participates in all payroll related audits and allocation changes.
- Coordinates with Human Resources for employee changes, terminations, leaves, etc.
- Assembles payroll data as needed for grant submissions and reporting.
- Resolve and answer any employee payroll queries.
- Maintain all payroll operations according to company policies and procedures.

Accounts Receivable for assigned residential complexes:

- Process monthly ACH files for tenant payments.
- Post tenant payments, adjustments, monthly rents.
- Collect and process rent for properties.
- Online banking statement download as assigned.
- Assist Housing Coordinators with account questions.
- Propose monthly Journal Entries as needed.

Accounts Payable:

- Supports Accounts Payable staff with input of invoices.

Provide administrative support to the Accounting Supervisor in the following areas, but not limited to:

- Routine document filing and scanning.
- Prepare correspondence for external parties.
- Audit preparation- Pull files, request information, compile data Frequent use of Microsoft Office Suite.
- Update and create numerous Xcel spreadsheets.
- Keeps payroll job process manual up to date.



Supervisory Responsibilities:

None

Knowledge, Skills, and Abilities:

- Considerable working knowledge of accepted accounting standards and procedures as well as accounts payable and payroll procedures.
- Mathematical ability to handle required calculations and troubleshoot balancing problems.
- Ability to demonstrate a high degree of ethics, integrity, and discretion.
- Ability to maintain confidentiality.
- Strong organizational and attention to detail skills required.
- Must possess the ability to effectively communicate and interact with all levels of personnel within the Loveland Housing Authority and public in a positive and professional manner.
- Experience with a computerized accounting system and the ability to use Microsoft Office software.
- Ability to create and maintain complex Excel spreadsheets.
- Ability to exercise initiative, judgement, and make decisions within the scope of assigned authority.
- Ability to work successfully in a team- oriented atmosphere and provide excellent customer service and human relations skills, which support the Loveland Housing Authority and the department’s mission.
- Ability to consult with others in the department and interpret printed or electronic data daily.
- Ability to work independently and to establish and maintain effective working relationships with other employees and the public.

Organizational Competencies:

Teamwork	Responsiveness	Integrity
Collaboration	Attention to detail	Active listening
Professionalism	Organizational skills	Trust
Innovation	Problem solving skills	Positive Attitude

Job Specific Competencies:

Accountability	Adaptability	Deadline-driven
Analytical Skills	Confidentiality	Accuracy

Education and/or Experience:

A bachelor’s degree in a related field with course work in accounting preferred, or 5 years accounting experience. A minimum of three years’ experience in a payroll environment with accounting experience that includes performing all payroll functions required. General knowledge of payroll software programs preferred. Proficient in Microsoft Office Suite including expertise in Excel. An equivalent combination of relevant education and full-time experience may be considered.

Driver’s License and Background Check

- Must possess and maintain a valid Colorado Driver’s License with an acceptable driving record (no major violations within the last three years) and be insurable through Loveland Housing Authority insurance carriers.
- A criminal history and motor vehicle background check is required.

Working Environment

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently.

This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this role.