



Sacramento Regional Transit District
Payroll Technician

SALARY	\$25.49 - \$30.21 Hourly	LOCATION	Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2025-00140
DEPARTMENT	Finance	OPENING DATE	11/11/2024
CLOSING DATE	11/25/2024 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

The purpose of this position is to timely and accurately prepare and maintain District payroll function for Operator staff. This is accomplished by collecting, compiling, coding, editing and entering payroll data into a computerized system; troubleshooting record keeping and data entry issues; maintaining timekeeping records and files; preparing reports; answering operators' and supervisors' payroll-related questions. This position requires significant emphasis on attention to detail, accuracy, timeliness and confidentiality. Other duties include mail distribution and maintaining related payroll records.

Examples of Duties

- Collects, compiles, codes, edits, enters and reconciles payroll data into a computerized system.
- Troubleshoots and resolves recordkeeping and data entry issues; answers internal/external payroll-related inquiries via telephone, email or general correspondence.
- Maintains payroll-related records and files including scanning documents; sorts and distributes mail; prepares semi-monthly payroll-related reports; assists accounting staff by providing required documents during audits, performs other duties as assigned.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience: Minimum of two (2) years of professional payroll or timekeeping experience.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that the candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications and job announcements are available through our website www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, November 25, 2024, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans.

This position falls under the ATU, Local 256 Collective Bargaining Unit.

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Payroll Technician Supplemental Questionnaire

*QUESTION 1

Please describe, in detail, your work experience performing professional payroll or timekeeping tasks. In your response, describe your responsibilities processing payroll, the number of employees you were responsible for processing and the software system you used as well as the employer(s) and number of years/months you performed the duties.

*QUESTION 2

Please describe, in detail, your work experience troubleshooting and resolving recordkeeping and data entry issues. In your response, provide details of the issue and the steps you took to come to a resolution. In addition, include the employer(s) where you performed the duties.

*QUESTION 3

Please describe, in detail, your work experience maintaining payroll records and providing payroll related reports. In your response, provide details of your responsibilities in this area, the employer(s) and number of years/months you performed the duties.

* Required Question