

South Jordan City

Job Description

Title:	Payroll Technician	Effective Date:	10/20/2025
Org:	100120	FLSA:	Non-Exempt
Pay Grade:	15	Workers Comp:	Clerical

GENERAL PURPOSE

Perform general level accounting duties with primary emphasis on payroll administration. Perform a combination of duties necessary to process and maintain payroll. Under general supervision, performs salary projection and analysis, general ledger reconciliations, and assist with both monthly, quarterly, fiscal year-end and year-end reporting.

SUPERVISOR

Senior Accountant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Accomplish performance goals established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less, of the essential job duties may be performed regularly from a remote location.

Perform all duties related to processing payroll including filing Federal and State taxes, processing W-2's, and handling FLSA, Utah Retirement Systems contributions, Worker's Compensation and Workforce Services reporting, garnishments, union dues, and HSA/FSA.

Prepare, review, and post payroll journal entries.

Process and pay payroll liabilities.

Perform reconciliation of all general ledger accounts related to employee benefits under supervision of Senior Accountant.

Assist in calculating billable rates for third party billing of outside agencies, grants, and emergency response.

May assist in reconciliation of various general ledger accounts as well as in the preparation of monthly and Annual Financial Report as needed.

Gather data & assist with audits, as needed.

Demonstrate discretion, professionalism, and sensitivity when handling employee payroll matters.

Provide customer service to employees through timely response to inquiries, clear communication, de-escalation skills, and smart prioritizing.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Four (4) years of payroll processing experience and reconciling general ledger accounts.

OR

C. An equivalent combination of education and experience

2. Special Requirements

Must be bondable.

Governmental accounting experience preferred.

Fundamental Payroll Certification (FPC) preferred.

Advanced experience in computer information systems referred.

Experience with Enterprise ERP (Munis) preferred.

Valid Utah Class D Driver License.

3. Knowledge, Skills and Abilities:

Ability to operate a personal computer with Microsoft products. Ability to operate central financial computer system and generate financial reports.

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures. Working knowledge of payroll policies and procedures, federal and state statues pertaining to FLSA, Utah Retirement Systems, deferral programs, tax status, and wage reduction programs.

Some knowledge of human resources procedures and regulations.

Ability to coordinate the work of others; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Accountant	EEO-4 Class:	Prof
Location:	Finance	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	790