



June 2008

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs technical and complex accounting work required to coordinate the preparation of the City's payroll; maintains centralized payroll operations; prepares, maintains, and distributes a variety of payroll records and reports; prepares information in support of collective bargaining; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accounting Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position advanced journey-level class in the paraprofessional accounting series that performs a variety of technical duties in support of the City's payroll and benefits systems. The incumbent is responsible for the overall preparation and distribution of payroll, maintenance of pay records, and required reporting in accordance with Federal, State, and local rules and regulations. This class is distinguished from Accountant in that the latter is a professional-level class and requires a four-year degree.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, reviews, verifies and processes time recording documents to prepare payroll for all City employees; audits such documents for completeness, accuracy and compliance with rules and regulations.
- Processes, calculates, and maintains records of a variety of payroll actions, including wage garnishments, benefits withholding, overtime hours and workers compensation claims; maintains employee records for voluntary and non-voluntary deductions; prepares reports and payments for various tax, financial and insurance organizations.
- Prepares alternative wage and salary packages used in collective bargaining and develops and drafts personnel rules and policies as they relate to payroll in coordination with the City's Financial and Information Services Director and/or Human Resources Director.
- Conducts wage rate analyses.
- Applies and enforces provisions of collective bargaining contracts and personnel rules as they apply to payroll and leave usage; suggests contract and rule changes to improve payroll and time reporting.
- Applies and enforces applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
- Assists departments and employees by providing payroll information, explains procedures, and answers labor contract questions pertaining to payroll.

- Coordinates and participates in the City's payroll system activities; audits payroll documents and timesheets; ensures accuracy, completeness and compliance with applicable union contracts, rules, laws, policies and procedures; calculates and types hand payroll checks; prepares and balances payroll reports.
- Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system, advises supervisors and employees on requirements of union contracts for time reporting.
- Processes personnel transactions making appropriate adjustments/changes in the payroll system.
- Prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.
- Prepares insurance premium statements for payment; updates insurance changes for City employees.
- Maintains a variety of files and records related to the City's payroll system and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Posts data to various ledgers, registers, journals and logs according to established accounting techniques and procedures.
- Checks and tabulates statistical and financial data.
- Assists the Financial Operations Manager/Accounting Supervisor with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public agency finance and account functions, payroll processes and techniques; basic employee benefits processes as they relate to payroll; and the laws, rules, regulations, procedures and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Computerized accounting and finance systems and computer software and systems related to finance and payroll processes.
- Record keeping, information processing requirements and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
- Principles and practices of auditing payroll documents.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record keeping functions, and basic employee benefits processes.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.

- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level coursework or specialized training in payroll, accounting, or a related field and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing and record keeping.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.