

PAYROLL SPECIALIST

NATURE OF WORK

This is responsible work assisting in the coordination of the City's payroll system.

Work involves coordinating various payroll functions necessary to ensure correct payment of wages to City employees; and ensuring proper records are maintained and required reports are prepared and distributed. Work also involves assuring compliance with local, State and Federal regulations. Work is performed within established guidelines and procedures and under the general supervision of the Payroll Administrator.

EXAMPLES OF WORK PERFORMED

Reviews new hire paperwork submitted by departments; follows up with departments if information or paperwork is incomplete and/or incorrect.

Balances bi-weekly payroll utilizing various control reports, error reports, payroll register, and earnings and deduction registers; determines action necessary to correct errors.

Assists with set up and testing of new earning codes and deduction codes.

Reviews and processes monthly billings for health, dental and vision insurance; identifies billing discrepancies and follows up with appropriate individual to correct.

Assists with the balancing and distribution of W-2 forms and of required Federal and State reports.

Provides advice and assistance regarding payroll problems.

Provides backup to Payroll Administrator when absent.

Performs various Accounts Payable responsibilities.

Performs a detailed audit of payment voucher batches received from assigned departments; reviews all items on the invoice and makes changes as needed.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience in computerized payroll systems.

Knowledge of municipal codes, ordinances, regulations, rules, labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to pay and benefits.

Knowledge of current payroll practices and procedures.

Knowledge of governmental regulations regarding payroll taxes.

Some knowledge of modern office practices, procedures, equipment and standard business office techniques.

Ability to accurately maintain payroll records and to prepare reports from such records.

Ability to perform work within established guidelines and procedures.

Ability to understand and carry out complex oral and written instructions.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to analyze and evaluate payroll problems and develop and recommend effective measures.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in accounting or business administration and experience in payroll procedures.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree in the area of accounting or business administration and some experience in payroll procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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