

PAYROLL ADMINISTRATOR

NATURE OF WORK

This is responsible work coordinating 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 requires independent judgment on complex payroll problems and is performed under the general supervision of the City Auditor. Supervision is exercised over clerical subordinates.

EXAMPLES OF WORK PERFORMED

Maintains tables on the City's computerized payroll system; establishes new earnings and deduction codes; and processes periodic accrual changes.

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

Prepares surety bonds and affidavits for lost or destroyed paychecks; processes garnishments, child support orders and tax liens against employee wages.

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

Provides advice and assistance regarding payroll problems.

Ensures the accuracy, promptness and delivery of the bi-weekly direct deposit tape to the bank.

Recommends system modifications and enhancements to the City's computerized payroll system; works with Information Services to implement modifications and enhancements.

Supervises subordinate clerical employees.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge and experience in computerized payroll systems.

Considerable 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.

Considerable knowledge of current payroll practices and procedures.

Considerable knowledge of governmental regulations regarding payroll taxes.

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 use independent judgment and discretion in making decisions in accordance with codes, rules ordinances, regulations and established policies.

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

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

Ability to establish and maintain effective working relationships with other employees and the public.

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.

Ability to instruct and train subordinate employees.

DESIRABLE TRAINING AND EXPERIENCE

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

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting or business administration and some professional experience in payroll procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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