



Payroll Specialist

Purpose of the role:

Under general supervision, assumes responsibility for organizing, planning maintaining and preparing the City-wide biweekly payroll; processes and reconciles payroll deductions, benefits and payment of payroll taxes and all employee benefit provider accounts; set ups and maintains employee files; reviews and evaluates payroll requests to ensure compliance with City regulations and policies; prepares and posts adjusting journal entries and reconciles to the general ledger; responds to employee inquiries regarding payroll laws and regulations; and performs related duties as assigned.

Distinguishing Characteristics:

Incumbents in this class are responsible for performing highly responsible payroll-related duties to ensure that payroll operations are carried out in accordance with sound financial management principles and practices. Duties require an in-depth understanding of the City's payroll system and involve the preparation of records and reports for a wide variety of payroll transactions.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Verifies, reviews and audits all new and existing personnel action requests for payroll maintenance, including changes/additions/deletions in deductions/benefits, payroll status changes, new hires, and terminations.
- Codes, inputs, edits and processes various transactions for each bi-weekly payroll to ensure timely and accurate processing of payroll.
- Reconciles the payroll system with the general ledger, including salary expenses, deductions, and benefits; processes adjusting journal entries.
- Ensures the integrity and maintenance of internal controls with the payroll system; ensures compliance with all state and federal payroll regulations and local policies and procedures; ensures timely and accurate posting of payroll to the automated accounting system.
- Responds to employee inquiries regarding payroll and/or deductions/benefits; explains regulations, policies, and procedures; resolves problems.
- Coordinates changes in payroll status, procedures, and deadlines with Human Resources and other departments.
- Prepares and reconciles quarterly/annual tax reports to federal and state agencies; processes period-end reports and W2s.

- Prepares and reconciles benefit reporting/payments to the various health and benefit providers; reconciles and maintains numerous benefit liability accounts; adds new (cafeteria plan) programs; provides primary liaison with these carriers; resolves problems.
- Trains data entry operators, volunteers and other departmental staff on time sheet entry and other payroll-related issues.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard payroll procedures, policies, and regulations.
- Pertinent federal, state, and local codes, laws, and regulations related to payroll.
- Methods and practices used in financial and statistical work.
- Standard bookkeeping principles and practices.
- Principles and procedures of record keeping and filing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Fundamental accounting policies, procedures and internal controls.

***Desired
Minimum
Qualifications:***

Ability to:

- Organize and participate in the bi-weekly processing of City-wide payroll.
- Perform accounting and technical responsibilities requiring the use of independent judgment and initiative.
- Read, interpret, and explain laws and regulations.
- Prepare accurate financial and statistical reports using standard office and computer equipment.
- Review and verify a variety of information and data related to the processing of employee payroll.
- Maintain knowledge of changes in employee benefits and insurance affecting payroll procedures.
- Respond to requests and inquiries from employees.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Strategic Thinker
- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:
Equivalent to the completion of the twelfth grade supplemented by specialized training in payroll or a related field.

Experience:
Three years of progressively responsible experience in performing financial or statistical record keeping with a minimum of one year of payroll experience.

Licenses; Certificates; Special Requirements:
A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; regularly stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff; work with intense deadlines.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: