

Payroll Administrator

SUMMARY/PURPOSE

To administer all aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare timely and accurate payroll information, and maintain all related employee payroll files.
2. Audit, balance, and correct payroll documents, payroll time records, and related reports.
3. Gather, analyze, and interpret data to create accurate payroll-related reports.
4. Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
5. Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies, to include design and implementation of payroll system conversions and upgrades.
6. Oversee the issuance of all W-2 forms and quarterly tax filings (federal, state, and unemployment) ensuring information reported on these forms is accurate compared to federal and state reports.
7. Assist with researching information, and compiling and maintaining data required for the development of management proposals during contract negotiations, and analyze the effect of recommended contract proposals.
8. Provide input into the creation of payroll policies and procedures.
9. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
10. Train staff who will act as back-ups in cases of extended absence.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
13. Provide training on new or modified procedures and policies to all affected parties.
14. Coordinate and perform payroll functions and programs for the City.
15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
16. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in Accounting or a related professional field, and three (3) years of full-time, related payroll and benefits administration professional experience; OR a minimum of seven (7) years of related education and/or full-time applicable experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Comprehensive knowledge of human resources policies and procedures relating to salary and benefit administration.
 - B. Thorough knowledge of local, state, and federal laws and regulations relating to payroll processing and transactions.
 - C. General knowledge of basic accounting principles and practices.
 - D. General knowledge of job-related software applications including spreadsheet and word processing.
 - E. Thorough knowledge of the terms and conditions of the collective bargaining agreements.
 - F. General knowledge of City policies and procedures impacting payroll operations.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
 - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in performing complex calculations.
 - B. Skill in processing payroll.
 - C. Skill in generating payroll reports.
 - D. Skill in computer applications including HRIS, spreadsheet, and word processing.
 - E. Skill in customer service.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time and the time of others.
 - H. Skill in completing assignments accurately and with attention to detail.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to effectively and thoroughly research, analyze, and organize detailed, complex, and confidential information.
 - B. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
 - C. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to recognize, analyze, and solve a variety of problems.
 - H. Ability to organize and prioritize work while meeting multiple deadlines.
 - I. Ability to handle difficult and stressful situations with professional composure.
 - J. Ability to work successfully as a member of a team and independently with minimal supervision.

- K. Ability to train and lead others.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to enforce safety rules and regulations.
- N. Ability to maintain confidential information.
- O. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- P. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: CK	Union: Confidential	EEOC: Professionals	CSB: 11/01/2022	Class No: 1736
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

PAYROLL ADMINISTRATOR

Payroll Administrator

SUMMARY/PURPOSE: ~~Coordinate~~

To administer all City aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

FUNCTIONAL AREAS: ~~Under direction of the Auditor:~~

~~1. Manage processing of time keeping and payroll administration for employee groups.~~

A. SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- *1. Prepare timely and accurate payroll information, and maintain all related employee payroll files.
- *2. ~~B.~~ Audit, balance, and correct payroll documents, payroll time records, and related reports.
- *3. ~~C.~~ Gather, analyze, and interpret data to create accurate payroll-related reports.
- * ~~D. Maintain payroll registers and employee payroll files.~~
- *4. ~~E.~~ Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
- *5. ~~F.~~ Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies, to include design and implementation of payroll system conversions and upgrades.
- * ~~G. Participate in design and implementation of payroll system conversions and upgrades.~~
- *6. ~~H.~~ Oversee the issuance of all W-2 forms and ~~ensure that~~ quarterly tax filings (federal, state, and unemployment) ensuring information reported on these forms is accurate compared to federal and state reports.

~~2. Supervise work of assigned personnel.~~

- * ~~A. Determine priorities and assign work to assigned personnel.~~
- * ~~B. Establish work standards and participate in performance evaluations of assigned personnel.~~
- * ~~C. Assist with the hire, transfer, suspension or discharge of assigned personnel.~~
- * ~~D. Monitor work site to ensure compliance with established methods, guidelines, and procedures.~~
- * ~~E. Train assigned personnel.~~
- * ~~F. Participate in recommendation of adjustments or other actions in employee grievances.~~
- * ~~G. Disseminate information to assigned personnel.~~

~~3. Perform related duties.~~

- * ~~A.~~ Assist with researching information, and ~~compile~~ compiling and ~~maintain~~ maintaining data required for the development of management ~~positions~~ proposals during contract negotiations. ~~—~~
- *7. ~~B.~~ Analyze, and analyze the effect of recommended contract proposals ~~and provide feedback regarding feasibility and/or issues.~~
- *8. ~~C.~~ Provide input into the creation of payroll policies and procedures.

- *9. ~~D.~~—Respond to requests for payroll-related information from supervisors, managers, employees, etc.
- ~~E. Perform related tasks as assigned.~~

- 10. —Train staff who will act as back-ups in cases of extended absence.
- 11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 12. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 13. Provide training on new or modified procedures and policies to all affected parties.
- 14. Coordinate and perform payroll functions and programs for the City.
- 15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 16. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ❖ ~~A. A four-year degree~~ Bachelor's Degree in ~~accounting~~ Accounting or a related, ~~plus~~ professional field, and three (3) years of ~~comprehensive~~ full-time, related payroll and benefits administration professional experience; ~~or five~~ OR a minimum of seven (7) years of ~~direct payroll management~~ related education and/or full-time applicable experience.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- ❖ ~~A. A. Knowledge~~ Comprehensive knowledge of human ~~resource~~ resources policies and procedures relating to salary and benefit administration.
- ❖ ~~B. B. Knowledge~~ Thorough knowledge of local, state, and federal laws and regulations relating to payroll processing and transactions.
- ❖ ~~C. C. Knowledge~~ General knowledge of basic accounting principles and practices.
- ❖ ~~D. D. Knowledge~~ General knowledge of job-related software applications including spreadsheet and word processing.
- ❖ ~~E. E. Knowledge~~ Thorough knowledge of the terms and conditions of the collective bargaining agreements.
- ❖ ~~F. F. Knowledge~~ General knowledge of ~~city~~ City policies and procedures impacting payroll operations.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.
- J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- K. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- ❖ ~~A. A.~~ Skill in performing complex calculations.

- ❖ ~~B. B.~~ Skill in processing payroll.
- ❖ ~~C. C.~~ Skill in generating payroll reports.
- ❖ ~~D. D.~~ Skill in computer applications including HRIS, spreadsheet, and word processing.
- E. Skill in customer service.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- ❖ ~~A. A.~~ Ability to effectively and thoroughly research, analyze, and organize detailed, complex, and confidential information.
- ❖ ~~B. B.~~ Ability to communicate effectively, both orally and in writing.
- ❖ ~~C. C.~~ Ability to read, understand and interpret law, ordinances, policies, procedures and other written materials.
- ❖ ~~B. D.~~ Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
- ❖ ~~C. E.~~ Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- ❖ ~~F. F.~~ Ability to train payroll personnel and to provide work direction.
- ❖ ~~G. G.~~ Ability to meet stringent deadlines and to prioritize work.
- D. ~~H. H.~~ Ability to establish create and maintain effective a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships with supervisors, co-workers, other city departments.
- ❖ ~~E. E.~~ Ability to communicate and outside agencies interact effectively with members of the public.

Physical Requirements

- F. ~~A. A.~~ Ability to sit for long periods communicate effectively both orally and in writing.
- ❖ ~~G. G.~~ Ability to recognize, analyze, and solve a variety of time working at a computer problems.
- H. ~~B. B.~~ Ability to organize and prioritize work while meeting multiple deadlines.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to work successfully as a member of a team and independently with minimal supervision.
- K. Ability to train and lead others.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to enforce safety rules and regulations.
- N. Ability to maintain confidential information.
- O. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- P. Ability to attend work as scheduled and/or required.

Physical lift and carry Demands

- ❖ The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items weighing up to 10 pounds.—such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

*—Essential functions of the position

- ❖—Job requirements necessary the first day of employment

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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WC: 8810	Pay: 40A _____	EEOF: Admin/Finance	CC: 20101206 _____	Resolution: 40-0604R _____