

## **PAYROLL ADMINISTRATOR**

**PURPOSE:** Coordinate all City payroll activities.

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

1. Manage processing of time keeping and payroll administration for employee groups.
  - \* A. Prepare timely and accurate payroll information.
  - \* B. Audit, balance, and correct payroll documents, payroll time records, and related reports.
  - \* C. Gather, analyze and interpret data to create accurate payroll-related reports.
  - \* D. Maintain payroll registers and employee payroll files.
  - \* E. Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
  - \* F. Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies.
  - \* G. Participate in design and implementation of payroll system conversions and upgrades.
  - \* H. Participate in or oversee the issuance of all W-2 forms and ensure that 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 and maintain data required for the development of management positions during contract negotiations.
  - \* B. Analyze effect of recommended contract proposals and provide feedback regarding feasibility and/or issues.
  - \* C. Provide input into the creation of payroll policies and procedures.
  - \* D. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
  - E. Perform related tasks as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience Requirements**

- ❖ A. A four-year degree in accounting or related, plus three years of comprehensive payroll and benefits administration experience; or five years of direct payroll management experience.

### **Knowledge Requirements**

- ❖ A. Knowledge of human resource policies and procedures relating to salary administration.

- ❖ B. Knowledge of local, state and federal laws and regulations relating to payroll processing and transactions.
- ❖ C. Knowledge of basic accounting principles and practices.
- ❖ D. Knowledge of job-related software applications including spreadsheet and word processing.
- ❖ E. Knowledge of the terms and conditions of the collective bargaining agreements.
- ❖ F. Knowledge of city policies and procedures impacting payroll operations.

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.

Ability Requirements

- ❖ A. Ability to effectively and thoroughly research, analyze and organize detailed, complex, and confidential information.
- ❖ B. Ability to communicate effectively, both orally and in writing.
- ❖ C. Ability to read, understand and interpret law, ordinances, policies, procedures and other written materials.
- ❖ 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.
- ❖ E. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- ❖ F. Ability to train payroll personnel and to provide work direction.
- ❖ G. Ability to meet stringent deadlines and to prioritize work.
- ❖ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments, and outside agencies.

Physical Requirements

- ❖ A. Ability to sit for long periods of time working at a computer.
- ❖ B. Ability to lift and carry items weighing up to 10 pounds.

- \* Essential functions of the position
- ❖ Job requirements necessary the first day of employment

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