

PAYROLL PRACTITIONER

PURPOSE: Assist with all City payroll activities.

FUNCTIONAL AREAS: Under direction of the Payroll Administrator:

1. Perform a wide variety of payroll processing activities.
 - * A. Review employee time cards imported into the payroll system, checking for accuracy and appropriate approvals.
 - * B. Process time cards and out of class slips; research and communicate with supervisors regarding questions/problems.
 - * C. Review payroll documentation for accuracy through audit reports and make necessary adjustments; obtain necessary approvals.
 - * D. Collaborate with Human Resources on all payroll related issues, including benefit deductions.
 - * E. Review computed wages and correct errors to ensure accuracy of earnings.
 - * F. Check time sheets utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government and regulatory requirements.
 - * G. Maintain accurate payroll records and employee files.
 - * H. Respond to employment verification inquiries.
 - * I. Respond to employee inquiries and requests regarding payroll matters.
 - * J. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.
 - * K. Calculate and verify transactions.
 - * L. Create and distribute payroll related reports.
2. Perform related duties.
 - * A. Provide input into the creation of payroll policies and procedures.
 - * B. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
 - * C. Assist with compliance assurance regarding operational policies and procedures.
 - * D. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. A two-year certificate in accounting or related field, plus three (3) years of comprehensive payroll experience; or five (5) years of direct payroll processing experience.

Knowledge Requirements

- ❖ A. Knowledge of human resource policies and procedures relating to salary administration.
- ❖ B. Knowledge of 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.
- ❖ E. Skill in customer service.

Ability Requirements

- ❖ A. Ability to perform basic research.
- ❖ B. Ability to communicate effectively via email, phone and face-to-face with employees.
- ❖ C. Ability to read, understand and interpret 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 prioritize and plan work activities, using time efficiently.
- ❖ G. Ability to adapt to frequent change, delay or unexpected events.
- ❖ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments and outside agencies.
- ❖ I. Ability to maintain confidential records.
- ❖ J. Ability to provide a high level of customer service, responding promptly and meeting commitments.
- ❖ K. Ability to perform duties under rigorous time constraints and to meet deadlines.

Physical Requirements

- ❖ A. Ability to sit for long periods of time working at a computer.
- ❖ B. Ability to occasionally lift and carry office items weighing up to 10 pounds.
- ❖ C. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ D. Visual acuity to inspect documents for accuracy.
- ❖ E. Ability to hear and speak to exchange information.
- ❖ F. Ability to attend work on a regular basis.

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

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| HR: JA | Union: Basic | EEOC: Office/Clerical | CSB: 20101005 | Class No: 3317 |
| WC: 8810 | Pay: 129 | EEOF: Admin/Finance | CC: 20101206 | Resolution: 10-0601R |