

## **POSITION DESCRIPTION**

Class Title: Payroll Specialist

Department: Finance

Grade Number: 57

Date: December 27, 2021

### **GENERAL PURPOSE**

Perform daily payroll operation while being a member of the Finance team.

### **SUPERVISION RECEIVED:**

Work under the direct supervision of the Finance Director.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform daily and Bi-weekly payroll operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Process accurate and timely year-end reporting when necessary (W-2, W-2's, etc).
- Process manual check and relocation metric's.
- Identifies, investigates, and resolves discrepancies in timesheets and payroll records.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings, deductions and job titles and department/division transfers.
- Provides payroll information by answering questions and requests.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

### **PERIPHERAL DUTIES**

Assist and fill in where needed for the Finance Director or other members of the Finance Team.

### **DESIRED MINIMUM QUALIFICATIONS**

Previous experience as a Payroll Clerk/Specialist (2-5 years) Bachelor's Degree in Accounting or Finance, Previous experience working in Government or with a Municipality.

## Necessary Knowledge, Skills and Abilities:

- (A) Computer skills including the ability to operate computerized accounting, spreadsheet, and word processing programs and e-mail at a highly proficient level.
- (B) Solid knowledge of relevant legislation, policies and regulations.
- (C) Ability to analyze information, pay close attention to detail, practice confidentiality at all times and have experience with previous financial software.
- (D) Skill in operating listed tools and equipment.
- (E) Ability to perform arithmetic computations accurately and quickly.
- (F) Ability to communicate effectively verbally and in writing.
- (G) Ability to interact with employees and vendors in a professional manner.
- (H) Basic governmental accounting principles knowledge.
- (I) Working knowledge of accounts payable/general ledger systems and procedures and financial chart of accounts.
- (J) Ability to work under pressure and/or frequent interruptions.
- (K) Payroll experience working with Incode software
- (L) 2-5 years previous Payroll Processing Experience
- (M) Experience with payroll Tax procedures.
- (N) Ability to work under pressure and/or frequent interruptions.
- (O) Bachelor's Degree in Accounting or Finance preferred but not required

## **SPECIAL REQUIREMENTS**

Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; 10-key calculator, phone, fax, typewriter, computer printer, and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here 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 ADA disabilities to perform the essential functions.

The Payroll Specialist will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Payroll Specialist will also have to do some lifting of supplies and materials (of less than 10 pounds) from time to time.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Human Resources Director