

Payroll Position Description

Position Description

Position Title:	Payroll Specialist
Department/Division:	Finance
Reports To:	Finance Management
Classified or Unclassified:	Unclassified
Exempt or Non-exempt:	Exempt
Union or Non-union:	Non-union
Salary Range:	\$40,000 to \$45,104 annually
Civil Service Approval:	N/A

Position Summary

This is attention-to-detail work in the finance department. The Payroll Specialist is responsible for all payroll procedures, including working with our TPA for payroll, HR, and various departments.

This position performs a variety of accounting to assist the finance department. Duties include payroll processing, check to print, reconciling, invoicing, and acting as backup for other staff as needed.

Performs other related work and special projects under the direction of the Finance Director.

This position requires moderate physical exertion. Most of the job is spent sitting, with occasional bending and some lifting (less than 25 pounds). Certain coordinated finger/limb movements must be performed during the regular work routine. Mature speech and hearing skills are required for telephone contacts and personal contacts. Clear vision is required for use of the computer terminal, for auditing, and for posting changes to taxpayer information.

Position Qualifications

1. Graduation from an accredited four-year college or university with major course work in business administration, accounting, or a related field; and experience in payroll, bookkeeping, accounting, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
 - a. Knowledge of municipal operations in finance or HR, regulations, and procedures
 - b. Ability to communicate effectively, both orally and in writing.
 - c. Ability to operate calculators, computers, and other office equipment and software required by the nature of the assignment.
 - d. Have experience in **ADP** payroll software.

Payroll Position Description

- e. Ability to establish and maintain working relationships with others; must be able to work with vendors in a professional working relationship.
- f. Applicant must be detail-orientated, a problem solver, and analytical in their thought processes.
- g. Must be bondable.

Duties and Responsibilities (For Performance Appraisal)

1. Payroll

- a. Responsible for payroll processing and partners with HR to maintain accurate payroll and employee databases.
- b. Prepare and input journal entries as needed and complete any related analysis.
- c. Run reports and gathers materials as needed to assist with annual audit and preparation of a year-end budget.
- d. Assist in the grant invoicing process, including gathering all pertinent information and submitting final requests with great attention to detail.

2. Communications

- a. Work cooperatively with colleagues, departments, and vendors.
- b. Act as liaison with vendors and departments.
- c. Communicate effectively with staff throughout the Agency and other third-party stakeholders.
- d. Answers email and telephone inquiries in a timely manner.
- e. Effective use of appropriate computer software and hardware.

3. Miscellaneous

- a. Assist in maintaining an orderly accounting filing system so information is easily accessible to department staff.
- b. Provide Staff Reports to Chief Operating Officer for City Council approval.
- c. Assist CFO with special projects, administrative tasks, and other accounting and reporting-related work.
- d. Other duties and special projects may be assigned.
- e. Serve as backup to other staff

4. Perform related work as required by supervision.