

PAYROLL SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of highly technical accounting duties involving payroll processing including receiving, reviewing, entering, auditing, and processing payroll data; maintains payroll files and records; and ensures adherence to established payroll policies, procedures, rules, and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform difficult or complex accounting or financial support work in general accounting and payroll; review and reconcile varied reports, computer generated materials and related data; maintain varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required.
2. Review and analyze federal and state regulations and local provisions regarding salary and benefit issues; recommend strategies for implementation of changes in law, memoranda of understanding and resolutions and develop systems, procedures and reports necessary for implementation.
3. Provide technical information and direction regarding applicable procedures and methods; interpret and explain rules, regulations and the Memorandums of Understanding for the bargaining units; answer questions and resolve problems or complaints.
4. Provide technical information and instruction to human resource staff regarding procedures and methods involved in processing payroll; interpret and explain rules and regulations involving payroll.
5. Prepare and reconcile life, health, dental, vision, cafeteria and retirement system reports; reconcile and compute payments due for various benefit program providers; explain payroll benefit deductions to City employees; provide information to the public or City staff in the interpretation of policies, rules or procedures.
6. Maintain all payroll records including timesheets, deductions and withholdings, vacation payments, retroactive pay increases, cafeteria plan amounts, and other files and records for reports and auditing purposes; prepare semi monthly, quarterly and annual tax reports and statements for federal and state agencies.
7. Proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations; enter and retrieve data from an on-line computer system or personal computer system and use such technologies to run applications, produce reports and bills.

CITY OF ANTIOCH
PAYROLL SPECIALIST (CONTINUED)

8. Maintain payroll system, identify program changes, prepare source documents, and monitor the coding of information; create and update system tables; generate ad hoc reports for payroll, budget and collective bargaining purposes.
9. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a payroll processing system.
- Principles and practices of payroll preparation, reporting, and maintenance.
- Methods and techniques of calculating various payroll deductions.
- Financial record keeping, bookkeeping and basic generally accepted accounting principles and practices of governmental accounting.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Mathematical principles and practices.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations as they relate to payroll preparation and processing.

Ability to:

- Perform a variety of payroll processing duties.
- Calculate payroll and paid time off deductions.
- Prepare and maintain employee payroll and accounting records.
- Analyze, interpret and apply federal and state regulations and procedures regarding payroll and pay issues.
- Make arithmetic calculations with speed and accuracy.
- Use initiative and sound independent judgment within established guidelines.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Maintain confidentiality and exercise discretion.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in payroll, accounting, or a related field.

Experience:

Three years if responsible bookkeeping, payroll, or accounting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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

CITY OF ANTIOCH
PAYROLL SPECIALIST (CONTINUED)

individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: October 2006

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.