

CITY OF MADERA

PAYROLL SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, plans, organizes and reviews the work of the Finance Department payroll section; performs the full array of para-professional accounting duties involved in the processing of payroll and the maintenance of the payroll system; reviews and reconciles payroll reports and prepares journal entries; provides information to departments and employees regarding payroll issues; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Payroll Specialist** is an advanced journey level class responsible for the City's payroll processing, distribution and required reporting including records maintenance, management, and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. Incumbents exercise considerable judgment in decision-making in day-to-day payroll operations. This class is distinguished from the Account Technician III by the performance of duties related to the processing and recording of City-wide payroll.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Financial Services Manager. Exercises technical and functional supervision over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages and maintains the payroll system and employee pay records; posts and distributes time and attendance records, and audits time sheets; inputs approved payroll changes and new employee information; prepares paychecks; distributes paychecks and reports to various departments.
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state and federal legislation affecting payroll.
- Prepares and posts payroll journal entries to the general ledger; prepares payroll journal vouchers; prepares a variety of routine and special reports as necessary; reviews and approves all vouchers for payment of payroll liabilities.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; prepares manual checks when necessary; makes wage adjustments.
- Reviews new MOU provisions and provides for implementation.

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- Provides lead direction, training and work review to assigned staff.
- Assists employees, benefit vendors and outside agencies with payroll and benefit questions and requests; assists employees in the completion of payroll related forms; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes; researches and analyzes data regarding salaries and benefits for cost studies.
- Participates in the development and implementation of department goals, objectives and priorities; recommends and implements resulting policies and procedures; participates in the preparation and administration of the payroll section budget.
- Reviews and audits documents received from Human Resources and provides resource support to the Human Resources department.
- Analyzes and resolves payroll software problems and needs.
- May be assigned to perform a variety of accounts receivable and bookkeeping functions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Payroll Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in bookkeeping, payroll accounting, financial clerical or the performance of related work, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practice of municipal payroll processing, payroll records maintenance; federal, state and local wage and hour laws, codes, ordinance and labor agreements; basic City budget practices and ordinances relative to financial reporting and investments; generally accepted accounting principles; automated payroll systems and operations; basic principles and practices of governmental payroll accounting; basic bookkeeping and accounting principles; computerized record keeping system principles and practices; basic principles and practices of supervision.

Ability to:

Organize, direct, review and evaluate work of assigned staff; maintain internal control of payroll operations; interpret, explain and apply a variety of laws and regulations governing payroll administration; accurately maintain payroll records, reports and files; accurately process a complex payroll on a timely basis; identify errors in records and payroll information and make appropriate changes; understand and carry out oral and written instructions; accurately count, record and balance assigned transactions; independently make decisions regarding procedural activities or requirements; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications.