

**MAJOR FUNCTIONS**

This is responsible staff and technical work in the receipt, creation, maintenance, processing, and transferring of electronic and hard copy data through the payroll system for the production of regular payroll checks and required reports. This incumbent works on every aspect of payroll processing and related employee benefits, taxes and other related payments. The incumbent produces reports in required formats through the use of queries, system reports, etc. Work is performed under general supervision with review to insure conformance with prescribed policies, procedures and common practices. Work may also be reviewed through reports, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Receives, verifies and reconciles electronic and hard copy data from which payrolls are produced. Verifies and inputs into the payroll system salary, deduction, proration and retroactive pay data to affect pay warrants for active and retired personnel. Reconciles various employee deductions and requests checks for payment of deductions through Accounts Payable. Reconciles gross earnings, taxes and pensions. Reviews, analyzes and solves issues related to earnings, deductions, etc. Performs analysis on taxes, deductions, child support levies or other inquires from Human Resources staff or outside agencies. Prepares and submits monthly and quarterly reporting documents to various agencies such as Internal Revenue Service. Prepares annual W-2 and 1099-R employee statements and reports to IRS and employees. Maintains ongoing interaction with ISS regarding payroll system applications and maintenance to insure optimum system performance. Assists with organization, management and direction of the general flow of payroll activities. Monitors payroll related work processes and practices to insure compliance with all applicable operating rules and policies. Interacts with other City departments, external agencies, City employees and citizens as necessary in the performance of job duties and provides customer support services consistent with organizational values and department standards. Assists with planning and executing various interdepartmental activities such as fiscal and calendar year end closeouts and coordinating with City departments to complete assignments associated with same.

**Other Important Duties**

Serves as a team member on various departmental project teams as needed. May provide direction to subordinate or temporary workers. Performs the functions of the Payroll Supervisor in his/her absence. Performs related work as required.

**DESIRBLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of accounting. Considerable knowledge of computer operation and its application to accounting/payroll operations. Ability to analyze, plan, organize, recommend and/or implement work flow procedures. Ability to analyze complex payroll data and reconcile differences or explain variations. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to maintain appropriate records and prepared required reports. Skill in operating microcomputers and related software programs and applications such as Access, Excel, Word, etc. necessary for successful job performance. Must possess skills necessary for good customer service.

Minimum Training and Experience

Possession of an associate's degree and three years of work experience using an automated payroll, human resources, or accounting management system, or customer service experience in one of the previously mentioned areas; or an equivalent combination of training and experience.

Established: 09-28-99  
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08-10-09\*