

**MAJOR FUNCTIONS**

This is responsible professional, technical and administrative work involving the interpretation and application of federal and state law, rules and regulations and City policies and practices in payroll processing, pension payroll preparation, and accounting, including the maintenance of accurate payroll/personnel applications in an on-line computer environment. Work is performed under limited supervision with considerable latitude for independent judgment in accordance with established guidelines and federal, state and local laws, regulations, policies, procedures and common practices. Work is 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. Monitors changes in federal and state law, rules and regulations associated with payroll related issues and make recommendations for changes in City policies and practices regarding such changes. 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. 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. Performs ongoing training of the payroll specialists, in-depth troubleshooting of each payroll and the coordination and allocation of resources to accomplish the tasks associated with each payroll. Assists with the annual planning and creation of the annual payroll calendar, which establishes functional deadlines for timekeepers, Human Resource and Retirement staff. Communicates on a daily basis with timekeepers, Human Resource and Retirement staff to produce all payrolls. Produces the quarterly 941 and annual 945 tax reports as well as the annual US Census Report. Assists the payroll supervisor with the year-end closeout which includes the preparation and dissemination of W-2, 1099-R, W-2C, W-3 forms and annual IRS tax reports. Assists in the training of timekeepers. Attend meetings in the payroll supervisor's absence. Responsible for leave administration which includes leave donations, carry-overs, advances, adjustments and annual liability reporting. Processes salary certifications for the Retirement section for employees wishing to retire.

**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**

Considerable knowledge of standard principles, practices, methods, and techniques of payroll administration. Considerable knowledge of City state, and federal laws, rules, and regulations

controlling payroll and pension processing and record keeping. Considerable knowledge of automated Human Resource/Payroll systems operations. Ability to analyze, plan, organize, recommend and/or implement work flow procedures. Ability to establish and maintain effective working relationships with City employees and the public, and to deal with payroll issues effectively and courteously. 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 maintain appropriate records and prepared required reports. Skill in operating microcomputers and related software programs and applications, such as ACCESS, EXCEL, WORD, etc., that is necessary for successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in business or public administration and four years of payroll, pension, or human resource experience using an automated payroll, human resources, or accounting management system; or an equivalent combination of training and directly related experience.

Established: 07-18-09