



## **CLASSIFICATION SPECIFICATION PAYROLL SPECIALIST**

### **JOB SUMMARY:**

Under direct supervision of the Financial Services Manager, the Payroll Specialist conducts moderately complex work in the preparation and processing of payroll and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Payroll Specialist provides technical work related to payroll. This class differs from an Accountant due to the level of experience required, complexity of work performed, and narrow scope of responsibilities focusing on payroll services.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Reviews, calculates, and processes payroll changes and adjustments; reviews and reconciles payroll records; performs data entry and maintains payroll records related to employee timesheet changes, deduction set up, direct deposits, leave banks, and tax deductions; and verifies data entry to ensure correct calculation of payroll transactions and troubleshoots discrepancies.
- Updates the payroll system; ensures timely and accurate close of payroll and the confirmation process; distributes payroll checks for routine and special pay periods; and maintains accumulated leave records including sick leave, administrative leave, holiday time, vacation time, and compensation time.
- Balances and prepares payroll tax returns; processes payroll tax deposits; compiles monthly payroll reports for month-end entries; provides timely payroll entries for general ledger processing; and maintains payroll files.
- Confers with Human Resources on the preparation of payroll deductions related to employee benefits, and provides information to Human Resources for the completion of employment verifications and unemployment compensation notices.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Office administrative practices and procedures; City department policies and procedures; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.
- Payroll concepts including standard timecard calculations; payroll reporting processes and procedures; federal and state tax regulations/withholding laws; CalPERS reporting rules and procedures; and human resources policies and labor contract provisions.

- Data processing applications related to payroll procedures and practices; records management principles and procedures including record keeping and filing principles and practices; and basic principles of mathematics.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

**Skills/Abilities:**

- Correctly interpret and apply payroll policies and procedures, salary and benefit resolutions and ordinances, and Memoranda of Understanding (MOU's); correctly apply tax laws related to payroll and deferred compensation; and detect and correct fiscal recording errors quickly and efficiently.
- Learn and excel in computer applications and software for payroll, utility billing, business license, and accounts payable/receivable such as Microsoft Office, Quadrant System's RASWIN cashiering system, HdL business license system, and Tyler Technology's EDEN financial software application.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people and customers; understand and follow oral and written directions as provided; work at times with minimum supervision; prepare, maintain, and reconcile various financial, accounting, and statistical records; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High School Diploma or GED equivalent.
- Two years of experience in payroll, accounting, or a closely related field.
- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** May 22, 2017