

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Payroll Specialist	Department : Finance	
Reports to: Accounting Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Accounting Supervisor	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, coordinate, and schedule the work of the City's payroll. The Payroll Specialist performs complex paraprofessional accounting work in the implementation of a centralized payroll processing system; reviews and assists in implementation of collective bargaining agreements; performs related bookkeeping and accounting duties.

CLASS CHARACTERISTICS:

This is a journey- level classification. Payroll Technicians have independent responsibility for the completion of paraprofessional payroll accounting duties. The Payroll Technician is required to exercise independent judgment and initiative in completing complex and sensitive accounting work for the City's centralized payroll function.

ESSENTIAL RESPONSIBILITIES:

Prepares and submits payroll accounting information for data processing; reconciles any differences between accounting records and data processing reports; requests reports and end-of-year printouts from data processing; provides data on monies due, collected, and delinquent for payroll accounting information and annual auditors reports; answers questions and advises on procedures in preparing payroll accounting transactions

Participates in the preparation and auditing of payroll materials requiring analysis of supporting documents; ensures that all entries and adjustments are entered properly into the City's computerized payroll system

Identifies and resolves problems and inconsistencies; determines corrective entries involved in maintaining payroll accounting controls; examines, reconciles, balances, and adjusts payroll accounting records; coordinates payroll accounting activities with other City departments and divisions

Participates in and may supervise the preparation of a variety of State, Federal, and local claims, statements, and reports from various sources

Monitors and reviews payroll reports and documents to assure completeness and accuracy

Prepares accounting entries for recording the payroll on the City's accounting system, and for generating reports to other governmental and outside agencies

Interpret and implement new Federal and State laws and regulations affecting payroll operations

Calculates deductions, garnishments, attachments and prepare payments for a variety of organizations

Verify payroll accuracy prior to distribution

Provide information concerning policies, regulations, payroll data and changes to departments and other individuals

Communicates payroll system changes to departments, management and others; provides training as needed to departments

Prepares and maintains various ledgers, registers and journals

Prepares annual and quarterly Federal and State payroll tax reports, employee benefit reports, special reports and schedules

Interprets and analyzes computer reports to verify accuracy and makes any necessary adjustment

Prepares and posts reoccurring journal entries

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Principles and practices of financial record keeping and accounting; Basic principles of payroll; Computers and computer software including spreadsheets, databases, and word processing; Modern office procedures and equipment; Effective customer service; Applicable laws and regulations including wage and hour laws

Skilled in – Basic accounting and financial recordkeeping techniques; Statistical report preparation; Research methods; Account reconciliation; Use of computers, computer applications, and software

Ability to -.Understand and interpret the principles, laws, and procedures involved in financial record keeping and accounting functions; Prepare financial reports and maintain on-line ledgers and journals; Analyze data and draw logical conclusions; Understand, interpret, and implement collective bargaining Agreements; Multi-task, problem solve, and prioritize work; Key data into spreadsheets, databases, on-line ledgers and journals quickly and accurately; Communicate effectively, both verbally and in writing; Establish and maintain effective working relationships with others.

Licenses and Certificates – Possession of or ability to obtain a valid California driver's license may be required. Must be able to pass Microsoft Office 2003 and the Fundamentals of Payroll Processing with a passing score of 75%

Physical Abilities and Work Environment – Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities

Other – Bilingual fluency in English and Spanish is desirable

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience –Three years of experience performing financial and statistical record keeping including one year at the paraprofessional level maintaining a payroll system or processing payroll records

Education - Graduation from high school or G.E.D. equivalent

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date