

## JOB DESCRIPTION



## PAYROLL OFFICER

### DEFINITION

Under direct supervision of the Finance Director and, or his/her designee, performs various complex accounting functions which include processing payroll, developing various reports by researching and gathering information, statistics, maintaining confidential payroll records, filing payroll tax returns, collecting, organizing and reporting financial information used in audits, budget development, and other duties as assigned.

### EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.)

**(E=Essential Duty; M=Major Portion of Time)**

- Prepares and processes the full cycle bi-weekly payroll. (E, M)
- Reviews personnel action forms (PAFs) and other employee deduction and contribution forms for completeness and accuracy and makes necessary entries into the payroll system. (E)
- Assists in the set-up and maintenance of employee master file records in the payroll system. (E)
- Reviews time and attendance records for accuracy and compliance with various Memoranda of Understanding (MOUs) and City policies. (E, M)
- Performs complex retroactive pay calculations and applies adjustments. (E)
- Calculates separation payouts, including lump sum leave payouts and contributions to deferred compensation plans. (E)
- Analyzes various payroll reports for error and out-of-balance messages and reconciles any discrepancies. (E)
- Generates and distributes paychecks and direct deposits. (E, M)
- Creates accounts payable claims for payment of payroll liabilities and reconciles payroll clearing accounts. (E, M)
- Prepares tax deposits, manual tax calculations/reconciliations, quarterly and annual tax reporting, and current tax compliances. (E)
- Receives and researches requirements for wage assignment orders and tax levies and implements related deduction. (E)
- Interprets and applies MOU provisions and City policies and procedures. (E, M)
- Receives and completes various forms, surveys, and verifications of employment. (E)
- Prepares and reconciles annual W-2 forms. (E)
- Maintains a variety of payroll records and assists in gathering information requested by auditors or in response of Public Records Act requests. (E)
- Receives and reconciles monthly insurance invoices and prepares accounts payable claims for payment. (E, M)
- Tracks employee leaves related to Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) and Military Leave. (E)
- Maintains records and filing system for payroll department in a confidential manner, including employee files, wage garnishments, taxes, payroll reports, Memoranda of Understanding, union payments, workers' compensation payments, and deferred compensation plans. (E,M)
- Assists employees with various information requests. (E)
- Establishes and maintains effective communication and working relationships with managers, supervisors, employees, retirees, and all external customers. (E)
- Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports. (E)
- Other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principals, procedures and practices related to financial recordkeeping and reporting;
- Basic bookkeeping and governmental accounting principles and practices;
- Business math, including fractions, decimals, percentages, and ratios;
- Best practices and methods for preparation and maintenance of a complex automated payroll system, including preparation and processing of a biweekly payroll and related disbursements;
- Federal and State laws related to payroll and tax accounting;
- Fair Labor Standards Act and CalPERS regulations and requirements;
- Techniques for providing effective customer service in dealing with City staff and other contacted in the course of work;
- Record keeping, report preparation, filing methods and records management techniques.
- Microsoft Excel, Word, Outlook, and Tyler/Munis, AS400 file extraction, and electronic file transmission.

### **Ability to:**

- Prepare accurate, complete, and timely payroll and file maintenance in a confidential manner.
- Communicate effectively and courteously with employees, Management personnel and other reporting agencies.
- Interpret, understand, and apply the provisions of MOUs, policies, legal documents and tax requirements.
- Read and comprehend written instructions, routine correspondence and memos.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others.
- Work independently, with strong planning, organization, and execution skills.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Operate and maintain general office machines such as ten-key, copier, facsimile machines, and telephone.
- Use a computer and related software to accurately and rapidly input, query, and maintain data.
- Ability to apply administrative or departmental policies and applicable laws and regulations.
- Ability to frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

### **Education and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelve grade, supplemented with courses in accounting, business, or related field. Associate's Degree in accounting or related field and American Payroll Certification is highly desirable.

Experience: Sufficient experience including bookkeeping, payroll or financial recordkeeping or other clerical accounting experience which demonstrated possession of the knowledge above. Typically two (2) to four (4) years of progressively responsible experience working in a full cycle payroll environment at an organization of similar size and complexity to the City of Ukiah.

### **Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License.