



**JOB TITLE:** Payroll Administrator

Full-time

**DEPARTMENT:** City Manager (HR)

Non-exempt

**SUMMARY:** Incumbents process payroll and work with highly sensitive, confidential personnel information. Responsibilities may include keeping daily balances, applying applicable employee policy and mandated legislative regulations, maintaining databases and logs, making assignments, preparing quarterly and annual reports, assisting in the development and training of work procedures, providing customer assistance, and insuring internal/external deadlines are met.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Prepares and processes the biweekly payroll; reviews and processes employee payroll changes; processes payroll liability payments; maintains and reconciles a wide variety of payroll accounting records and subsidiary records and systems; reviews and processes employee benefit changes,
- Responds to internal/external requests for information and assistance; and provides information regarding applicable rules, policies, and regulations
- Evaluates a variety of data and information related to payroll, taxes, financial programs, established standards, and a variety of related topics, ensuring compliance with applicable codes, laws, and regulations
- Evaluates and recommends changes in policies and procedures related to their duties
- Receives, inputs, processes, copies, and prepares a variety of data, receipts, statistics, reviews, approvals, reports, records, and/or other related items
- Analyzes processes, procedures, and problems to automate processing or to improve existing system; participates in developing, testing, and/or modifying automated human resources information systems
- Prepares and maintains a variety of financial records and reports (Pension, garnishments, child support, etc)
- Manages and maintains filing system and related confidential employee information, agreements, contracts and other related information
- Prepares and distributes payroll and related deduction payments/contributions, quarterly payroll taxes, and annual W-2
- Prepares monthly activity reports
- Serves as backup to HR Coordinator & Receptionist as needed
- Participates in training sessions
- Maintains regular attendance and punctuality
- Performs other duties of a similar nature or level

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS:**

Knowledge of:

- Customer service principles
- Principles and practices of payroll including payroll input/processing, payroll reports, reconciliation, taxes and benefits
- Principles and practices of municipal budget
- Basic mathematical principles
- Applicable federal, state, and local laws, rules, and regulations
- Report preparation techniques
- Modern office procedures, methods, and equipment
- Automated financial accounting software
- Data entry techniques

Skill in:

- Keyboarding
- Using computers, computerized financial systems and related software applications
- Operating standard office equipment

Ability to:

- Perform basic mathematical calculations
- Maintain records and files
- Manage and execute multiple tasks
- Perform general ledger entries
- Provide customer service
- Compile data
- Prepare, maintain, and proofread a variety of financially-related reports
- Review documentation to monitor compliance with applicable laws, codes, rules, and regulations
- Apply and explain applicable policies and/or procedures, laws, codes or regulations
- Prioritize and delegate work assignments
- Exercise judgment and discretion
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Estimate solutions to problems involving fractions, decimals and percents
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or G.E.D. and five years related fiscal support experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**CERTIFICATION/ LICENSURE:**

None

**ADDITIONAL INFORMATION:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**WORK ENVIRONMENT**

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date