

CLASS TITLE: SENIOR PAYROLL ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible administrative duties assisting the payroll manager, to include coordinating the processing, accounting and reconciliation functions associated with the preparation, recording and processing of the City payroll, outside agency and retiree payroll, related personnel/payroll records and other related assigned duties.

ESSENTIAL TASKS:

- Assists Payroll Manager in analyzing payroll system problems and implementing corrections
- Prepares garnishment answers
- Sets up Fire insurance deductions
- Provides direction to payroll clerks
- Reviews payroll clerk time entries
- Processes leave corrections
- Processes employment verifications
- Assists General Ledger with Payroll bank account reconciliation
- Monitors payroll bank account activity
- Processes offcycle checks
- Deposits checks/money orders
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of increasingly responsible office or payroll experience including two (2) years handling complex payroll duties; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or Associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, methods and practices of payroll preparation and bookkeeping; considerable knowledge of the payroll system and computerized system work flows; considerable knowledge of laws, ordinances and regulations governing payroll matters and the City's Personnel Policies and Procedures; good knowledge of current collective bargaining agreement provisions affecting employees' pay; good knowledge of modern office methods and procedures; and good knowledge of word processing and/or database software. Ability to meet deadlines under critical conditions; ability to make independent decisions within areas of responsibility; ability to train and communicate policies to a wide variety of persons within the organization; ability to analyze and resolve administrative problems; ability to interpret complex policies and contractual language; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Applicant must possess skill in the use of a computers including spreadsheet and word processing applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2572

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EEO Code: N-06

Pay Code: AT-32

Group: Clerical and Administrative

Series: Account Clerical

Effective Date: November 18, 2020