



Office of Human Resources
Payroll Associate - CV2367
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General Statement of Duties

Performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures.

Distinguishing Characteristics

The Payroll Associate is distinguished from the Senior Payroll Associate, which performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data. The Payroll Associate is also distinguished from the Lead Payroll Associate, which performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city. Finally, the Payroll Associate is distinguished from the Payroll Supervisor, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

Level of Supervision Exercised

None

Essential Duties

Prepares, processes, and audits employee time reports (both time sheets and e-time data) in accordance with internal payroll rules and federal, state, and local regulations.

Posts pay, tax, and benefit changes (i.e. deferred compensation, W-4, and direct deposit requests) to payroll system.

Balances and reconciles employee time reporting and payroll accounting records with a variety of agency, city, and other processing requirements.

Consults with employees and/or supervisors to explain and interpret payroll rules, regulations, policies and procedures.

Provides assistance to supervisors and/or managers by running queries and providing reports detailing labor-related data (i.e. time off and overtime).

Troubleshoots and resolves payroll problems, which may include analyzing problems with time and attendance data and making corrections.

Researches variances in the application of payroll policies and procedures and corrects any errors and/or oversights.

Researches, compiles, and analyzes statistical reports, audits, and other data; formulates reports and/or records both manually and utilizing computer programs as assigned.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge & Skills

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of clerical/technical experience performing a variety of payroll processing activities.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Pressure due to multiple calls, inquiries and various deadlines.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: