



Office of Human Resources
Payroll Associate Lead - CV2365

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General Statement of Duties

Performs regularly 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.

Distinguishing Characteristics

The Lead Payroll Associate is distinguished from the Payroll Associate, which 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. The Lead 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. Finally, the Lead 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

Leads two or more professional payroll associates.

Essential Duties

Functions as a liaison with city employees, agencies, and coworkers by answering payroll inquiries and assisting with the development and enforcement of payroll policies and procedures.

Assists supervisor/manager with the implementation and maintenance of time and attendance systems used within the city.

Resolves payroll problems encountered during daily operations and determines appropriate solutions.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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.

Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

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

Knowledge of financial, business, tax, and data analysis techniques.

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

Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.

Experience Requirement

Two (2) years of professional experience implementing and administering payroll regulations and policies.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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

Education Verification

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: