



Office of Human Resources  
Payroll Associate Senior - CV2366  
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### General Statement of Duties

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.

### Distinguishing Characteristics

The Senior 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 Senior 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.

The Senior Payroll Associate is distinguished from the Payroll Accountant, which performs full-performance level, professional work preparing and completing all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies; and reconciling various payroll benefits to the general ledger. Finally, the Senior 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

By position, performs lead work.

### Essential Duties

Reviews, audits, and approves employee time reports and payroll data in accordance with internal payroll rules and federal, state, and local regulations.

Processes status changes, tax changes, deductions, direct deposits, retroactive adjustments and special pay (i.e. garnishments, deferred compensation, W-4, and direct deposit requests) to payroll system.

Oversees and monitors various payroll adjustments (i.e. shortages, manual computation of gross and net pay, vacation pay, garnishments, and bonuses); processes reversals as needed and ensures reversals are correct.

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 (including garnishments) and human resources rules, regulations, policies and procedures.

Troubleshoots and resolves complex or unusual payroll problems, which involves analyzing problems with time and attendance and payroll data and making corrections.

Prepares periodic payroll-related analysis, statements, and projections as needed.

Oversees and provides instruction and training regarding assigned duties to lower classified payroll staff; may provide input on performance and assist with resolving informal grievances.

By position, assists with the preparation and completion of all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies, and reconciling various payroll and benefits to the general ledger.

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.

### **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**

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

### **Experience Requirement**

One (1) year of 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-809**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**