



JOB DESCRIPTION

Payroll Specialist

Date Prepared: March 2014

Class Code: 1245

SUMMARY: Under basic supervision, maintains and prepares City-wide payroll, technical reports, employee benefits records, and other technical and accounting records for the Finance Department; researches technical issues, reconciles accounts, resolves discrepancies, and maintains the accuracy of the payroll records.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Processes payroll, benefits, and technical transactions for the City employees, in compliance with all applicable federal and state rules and regulations, and City procedures.
- Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
- Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with City Departments; creates and submits special payment plan files.
- Ensures all payroll and benefit duties are performed in a timely and accurate manner and are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and MOU guidelines. Provides timely payroll entries for general ledger processing.
- Processes Human Resources personnel actions and related transaction forms.
- Generate and submit CalPERS on-line payroll report and make payment in accordance with established CalPERS policies and procedures.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, and distributes related paperwork and technical documents.
- Reconciles technical records according to City policies; reviews payroll records and corrects errors as required; checks the accuracy of the payroll records.
- Compiles monthly payroll reports for month-end entries; balances and prepares payroll tax returns and deposits and prepares accounting journal entries.
- Performs advanced analysis and trouble shooting of payroll system processes.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures; collects payroll, benefits, and administrative information, and compiles data for reports; prepares and distributes required reports.
- Maintains payroll records and associated filing systems; enters data into computer systems; maintains additional accounting and technical transaction databases as needed.
- Interprets and explains federal and state rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality; responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines; cross-trains in other accounting and administrative jobs.
- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents;

refers matters requiring policy interpretation to supervisor for resolution; coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three years of public sector accounting and payroll experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Basic principles and practices of accounting, bookkeeping, and records maintenance.
- Applicable state and federal statutes, rules, codes, and regulations governing payroll and benefits.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

Skill in:

- Interpreting and explaining City policies, and federal and state laws governing payroll accounting.
- Maintaining and reconciling payroll documentation, information, and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Entering numerical and related information into a computer system with speed and accuracy.
- Maintaining accurate and interrelated financial and technical records.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Establishing and maintaining cooperative working relationships with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.