



Title: Payroll Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to verify and process payroll; file employment taxes; prepare and file payroll related financial reports and invoices; keep up-to-date with payroll laws and regulations; prepare salary and benefit spreadsheet for annual budget and balance account ledgers with payroll deduction invoices.

This is accomplished by inputting employee payroll changes; verifying time cards calculations and timesheets; preparing direct-deposits; printing payroll checks; communicating with departments to resolve timesheet conflicts; making payments for retirement contributions, compensation, garnishments, child support, all health related premium deductions and tax levies; maintaining and filing employment taxes; processing all W-2's as required by IRS and state laws and regulations; preparing salary and benefit spreadsheet for annual budget; collecting and compiling data for needed reports.

Other duties include maintaining records of city vehicle usage; billing accounts receivables from various departments; verifying and preparing reports for Public transit system; updating payroll deductions; assisting auditors; and performing other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Handles payroll processes by inputting payroll changes; setting up new employees and inputting deduction information for employees; verifying timecards, calculations and timesheets; making needed corrections and contacting departments to solve timesheet conflicts; printing and distributing payroll checks; preparing direct-deposit; preparing payroll related forms and reports; preparing and processing weekly and monthly payroll related deduction checks; and maintaining employee deduction information.	50%
2	S	Maintains employment taxes by electronically filing tax withholding information; preparing and submitting quarterly 941,	10%



		SUTA and Research and Statistics (R&S) reports and balancing wages, to prepare printing, issuing and yearly filing all W-2 and W-3 forms and information.	
3	S	Prepares reports by collecting, compiling and maintaining data for garnishment files;; creating payroll related journal entries for monthly worker's compensation report and any payroll related changes that may be needed; maintaining records of city vehicle use for calculating vehicle fringe use for employees; participating in and completing salary surveys;; submitting report of activities to supervisor; assisting auditors by maintaining spreadsheets for monthly benefits paid for retirement, health, dental and life insurance premiums; providing list of employees terminated and/or retired for year; balancing and recap of wages; calculates and prepares payroll accrual spreadsheet and journal entry; submits copies of letters regarding retirement rate changes and any other duties assigned.	18%
4	S	Prepares accounts receivable billings that are received from various departments and monthly retiree insurance billings; Prepares and mails invoices; prepares end of the month statements on outstanding balances; processes retiree insurance thru ACH bank payment process.	5%
5	S	Prepares annual salary and fringe spreadsheet for all employees regarding estimated and proposed budget by keeping up to date information regarding payroll change information for employee rates, pay periods, supplemental pay, and all fringe benefits; tracks employee changes regarding terminations; new hires, transfers/promotions.	10%
6	S	Processes and prepares reports for public transit system by receiving and verify funds collected on a daily basis; prepares deposit information and reports for use by Consolidated Government Agency.	7%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of two years experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job prepares various documents used in budget and audit process; compiles data for payroll salary and fringe budget spreadsheet.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	A valid drivers' license.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations
Sitting	F	desk work, meetings
Walking	O	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	R	equipment, files, supplies
Pushing/Pulling	F	file drawers, tables and chairs
Reaching	F	for files, for supplies
Handling	C	paperwork, monies
Fine Dexterity	C	calculator, calibrating equipment, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone
Climbing	F	stairs
Balancing	N	
Vision	C	computer screen, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers
Foot Controls	R	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, postage machine, computer, scanner, Microsoft word, excel, and outlook, Incode, fax machine, paper shredder, letter opener, hole puncher, calculator, vehicle, and copy machine.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other	N

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

