

## **PAYROLL ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Payroll Administrator is responsible for directing, managing, and supervising the activities of the Payroll Department which includes professional and paraprofessional accounting staff, and involves processing payroll within an Enterprise Resource Planning (ERP) system with integration with Human Resources, Financial, and Time and Labor modules.

Duties include running biweekly payroll, which involves monitoring, managing, and troubleshooting the payroll processes and batch jobs, and being on-call as payroll runs; training Senior Accountants to run payroll on a rotational basis; reviewing, analyzing, and auditing payroll accounting data for accuracy; working closely with Information Technology (IT) to troubleshoot and maintain the Payroll HRM module; preparing payroll journal voucher entries and working with staff to reconcile payroll accounting information including: payroll receivables after payroll runs; working with other Accounting staff to reconcile and clear paychecks in HRM after monthly bank reconciliations are completed; working with a Senior Accountant for processing and maintaining payroll accounting data between HRM and FIN and assisting that position with balancing payroll accounts for year-end, and to reconcile and process W2s; reviewing and approving Labor Distribution Profiles (LDPRs) as backup approver; writing payroll reports in HRM and representing Payroll on the City's Center of Reporting Excellence (CORE) reporting team; conducting training on payroll related HRM functions and developing payroll training materials, Citywide payroll related communications, and payroll reference documents for the City's online Learning Center; interpreting and ensuring compliance with payroll related federal and state laws and regulations and income tax regulations; establishing requirements and internal control procedures for payroll processes; managing the Advantage Payroll module and its integration with FIN and Kronos; working directly with the software vendor to log, troubleshoot, and fix payroll related issues; reviewing changes or updates to the Payroll module and reviewing test data from others; developing new interface designs for Payroll involving Human Resources and/or IT staff as needed; preparing specific payroll related Comprehensive Annual Financial Report (CAFR) items including journal voucher entries, audit schedules, and footnotes; working directly with internal and external auditors on payroll related items; interacting on a regular basis with Department Directors, Deputy City Managers, external vendors, and employees on payroll policies and issues as the decision-maker and highest escalation point within Payroll; interpreting and explaining City Personnel Rules related to Payroll; drafting, updating, interpreting and explaining Management Policy information related to Payroll; interpreting and implementing Memorandums of Understanding (MOUs) impacting Payroll; developing short-term and long-term strategies for continuous improvement of Payroll operations; representing Payroll as the HRM functional payroll owner for the ERP Operations Board and ERP Governance Board and at Executive Steering Team meetings as requested; and writing and submitting payroll business cases to support system change requests. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will classification. The Payroll Administrator has responsibility and full supervision for the Payroll module, staff, policies, decisions, and execution of biweekly payroll and year-end processes, including the payroll related areas of the CAFR and audits; interacts with all levels of management and employees as the functional owner for payroll related interpretations and decisions and as the Payroll representative on ERP related boards and at Executive Steering Team meetings; is on call every other Tuesday night as payroll runs; directly supervises Senior Accountants who supervise other professional accounting staff and/or paraprofessional staff; and reports to the Finance Director who reviews work through reports,

meetings, and conferences regarding results achieved. This class is distinguished from the Assistant Finance Directors who have responsibility for the Financial Services areas other than Payroll. This class is FLSA exempt-executive.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Accounting or related field. Extensive (5+ years) full-time, professional-level employment in payroll. Two plus years of supervisory experience of professional or paraprofessional payroll/accounting.

**Preferred/Desirable Qualifications.** Previous governmental payroll/accounting and CAFR experience is highly desirable. HRM/FIN Advantage, Kronos, and Excel/Access experience are highly desirable. Fundamentals of Payroll Certification (FPC), Certified Payroll Professional (CCP), and Advantage Payroll software experience are highly desirable. Consideration will be also be given for Certified Public Accountant Certificate (CPA) and/or Certified Governmental Financial Manager (CGFM).

**Special Requirements.** None.

**Substance Abuse Testing.** None.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates on a regular basis with Department Directors, the City Manager's Office, other City departments, employees, external vendors, and auditors on payroll policies and issues as the decision-maker and highest escalation point within Payroll. Interprets and explains City Personnel Rules related to Payroll. Instructs and/or trains managers and staff in a classroom setting or on an individual basis regarding payroll. Prepares written documents including the CAFR related items. Coordinates work activities, program functions and/or other tasks with other City departments and other agencies. Develops payroll related policies and procedures and reviews audit assignments. Trains Senior Accountants to run payroll. Works closely with Information Technology (IT) to troubleshoot and maintain the Payroll HRM module. Works with staff to reconcile payroll accounting information including payroll receivables after payroll runs. Works with other Accounting staff to reconcile and clear paychecks in HRM and to process and maintain payroll accounting data between HRM and FIN. Represents Payroll as the HRM functional payroll owner for the ERP Operations Board and ERP Governance Board and at Executive Steering Team meetings as requested. Represents Payroll on the CORE reporting team. Conducts training on payroll related HRM functions and develops payroll training materials, reference documents, and communications.

**Manual/Physical:** Operates a personal computer (PC) with specialized software programs, and a variety of other standard office equipment. Enters data or information into a PC in order to process payroll transactions, enter and retrieve information, and create spreadsheets and reports. Prepares payroll related calculation and documentation. Prepares, sorts and distributes related reports. Reviews reports and other documents to ensure compliance with standard operating procedures, federal

regulations, state regulations and other standards/guidelines. Monitors and/or evaluates information to determine compliance with prescribed operating standards (such as generally accepted accounting principles) and for process improvement.

**Mental:** Plans, organizes, and directs activities of the Payroll department and processes. Manages the Advantage Payroll module and its integration with FIN and Kronos. Comprehends and applies payroll policies and rules across financial transactions affecting the HRM module, FIN module, and Kronos. Establishes requirements and internal control procedures for payroll processes. Troubleshoots and maintains the Payroll HRM module. Reconciles payroll accounting information and processes and maintains payroll accounting data between HRM and FIN. Interprets and ensures compliance with payroll and related laws and regulations. Assists with balancing payroll accounts for year-end and processing W2s. Reviews and approves LDPRs. Writes HRM payroll reports. Works directly with the software vendor to log, troubleshoot, and fix payroll related issues. Reviews changes, updates, and test data for the Payroll module. Develops interface designs for Payroll involving HR and/or IT staff as needed. Prepares payroll related CAFR items. Drafts, updates, interprets and explains Management Policy information related to Payroll. Interprets and implements Memorandums of Understanding (MOUs) impacting Payroll. Writes payroll reports in HRM. Writes and submits payroll business cases to support system change requests. Prioritizes own work. Directs and supervises professional and paraprofessional payroll staff, and trains Senior Accountants to run payroll. Develops short-term and long-term strategies for continuous improvement of Payroll operations. Prioritizes and evaluates Information Technology Department (ITD) projects and plans related to Payroll. Resolves procedural and operational problems by analyzing the problem and taking necessary action. Performs mathematical calculations, statistical computations, and financial analysis. Comprehends and makes inferences from written material, such as Management Policies and financial accounting guidelines, to apply to new programs. Learns job-related material through on-the-job training regarding City and other payroll related policies, procedures, and programs including Governmental Accounting Standards Board (GASB) pronouncements.

**Knowledge and Abilities:**

Knowledge of:

payroll and related laws and regulations;  
payroll policies and rules across financial transactions affecting Human Resources, Finance, and Time and Labor;  
payroll processes, requirements and internal control procedures;  
payroll related interfaces; and  
payroll related CAFR items.

Ability to:

plan, organize, and direct activities of the Payroll Department and processes, and work with Department Directors, the City Manager's Office, other City departments, employees, external vendors, and auditors on payroll policies and issues;  
ensure compliance with payroll and related laws and regulations;  
establish requirements and internal control procedures for payroll processes;  
comprehend, apply, and explain payroll policies and rules;  
manage the Payroll module and its integration with FIN and Kronos;

develop payroll interfaces and write payroll reports and business cases;  
prepare payroll related CAFR items; and  
interpret and implement MOUs impacting Payroll.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 42-200

PAY GRADE: 54

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