

## PAYROLL SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** The Payroll Specialist is a paraprofessional class responsible for performing a variety of technical and administrative duties involved in the processing of the City's bi-weekly payroll. Duties include setting up, compiling, verifying, and processing payroll related data in the HRM system including vendor/agency payments, termination pay, retro deductions, PSPRS estimates, retroactive deductions, and vendor interfaces/payments; entering withholding data, direct deposit requests, deductions, and employee information into the payroll system; reconciling payroll general ledger accounts and processing journal entries to record activity; formulating payroll-related reports and/or records both manually and utilizing computer programs/systems; researching, compiling, and analyzing statistical reports, audits, and other payroll related data; reviewing and analyzing payroll reports for issues and determining and completing adjustments to resolve issues; reconciling and transmitting files and payments for taxes, deferred compensation, retirement plans, and garnishments; conducting training classes on payroll related topics; communicating with departments and employees regarding new hires, pay rates, benefits, leave accruals, etc.; and assisting customers by e-mail/phone or in person at the front desk in Payroll with payroll-related questions regarding tax withholding, direct deposit, leave accruals, etc. Employees in this class must possess technical knowledge related to payroll processing and procedure, have the ability to explain and interpret payroll-related information, and exercise independent judgment in the disposition of routine matters.

**Distinguishing Features:** This class is distinguished from the Senior Payroll Specialist class by the latter's more technical and complex work in administering, monitoring, or overseeing a program, payroll process, or payroll functional area. Progression from a Payroll Specialist to Senior Payroll Specialist may be accomplished through a noncompetitive criteria-based promotional process. The incumbent must be employed a minimum of one year as a City of Mesa Payroll Specialist and have successfully completed original City probation. In addition, the incumbent must meet established work standards, demonstrate the level of competency necessary to independently perform assigned tasks, and meet the minimum qualifications of a Senior Payroll Specialist classification. An employee in this class is supervised by professional-level accounting staff through observation, reports, conferences, and meetings, and work is reviewed for completeness and adherence to department policies and standards. This class is FLSA nonexempt.

### 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 high school or GED. Considerable (3 – 5 years) payroll experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework or training in payroll is preferred. Experience processing payroll using an enterprise resource planning (ERP) system and experience with

personal computer (PC) software applications (Excel, Word, PowerPoint, Adobe Acrobat) is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include the entire listing of essential functions, knowledge and abilities, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with management, other City employees, the general public, vendors, contractors, and others to respond to questions, obtain and provide information, and explain and interpret payroll-related rules, regulations, policies, and practices. Assists customers by e-mail/phone and in person at the front desk in Payroll. Conducts payroll-related training classes.

**Manual/Physical:** Operate a variety of standard office equipment including a computer, telephone, copy, and fax machine. Enters data into a PC to prepare reports and other documents. Prepares and updates schedules, graphs, or similar charts. Meets scheduling and attendance requirements.

**Mental:** Performs mathematical and financial calculations related to payroll processing. Resolves procedural, operational, and other work-related problems. Coordinates work activities and payroll functions with outside agencies and other City departments. Researches, analyzes, and compiles data for various reports. Comprehends, makes inferences from, and interprets written materials, including department policies, procedures, standards, correspondence, scripts, and computer software manuals, as well as layouts or other aids. Develops policies, procedures, and other documents related to assignment. Learns job-related material through on-the-job training and in classroom settings.

### **Knowledge and Abilities:**

Knowledge of:

applicable Federal and State laws and regulations pertaining to payroll administration;  
the principles of payroll procedures, processing, reconciling, and accounting;  
accounting and payroll systems and software;  
computerized financial systems, spreadsheet, and word processing software;  
the principles and practices of office procedures and the equipment used; and  
the research techniques and methods of report presentation.

Ability to:

comprehend payroll processing and procedures;  
plan and manage time effectively to meet payroll processing timelines;  
work independently in all assigned aspects of the computerized payroll processing;  
setting up, compiling, verifying, and processing payroll related data in the HRM system;  
enter withholding data, direct deposit requests, deductions, and employee information into the payroll system;  
reconcile and transmit files and payments for taxes, deferred compensation and retirement plans, and garnishments;

formulating payroll-related reports and research, compile, and analyze payroll data;  
review and analyze payroll reports for issues, and make needed adjustments;  
reconcile payroll general ledger accounts and process journal entries to record activity;  
communicate with Human Resources regarding new hire paperwork, benefits, and leave accruals, as needed;  
maintain complex records and prepare accurate reports from records;  
assist employees with questions regarding tax withholding, direct deposit, leave accruals, etc.;  
conduct training classes on payroll related topics;  
properly interpret and make decisions in compliance with regulations and policies;  
complete recurring assignments independently and without specific instruction;  
assist with special projects, system testing, etc.  
maintain confidentiality of personnel and payroll records and reports;  
anticipate changes in the priorities of tasks or volume of work to be accomplished;  
follow oral and written instructions;  
communicate effectively both orally and in writing; and  
establish and maintain effective working relationships with management, coworkers, and the public.

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.

Revised 3/22

TC/mm/co

CS4262.DOCX

EEO-Para

JOB FCTN-FIN

INCREMENTS 53-200

PAY GRADE: 43

IND-8810

SWORN-No