

## SENIOR PAYROLL SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** The Senior Payroll Specialist is a paraprofessional class responsible for performing a variety of technical and professional duties involved in the processing of the City's bi-payroll and may provide guidance and direction for Payroll Specialists. 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; invoice employees for payroll related amounts due, reconcile employees' accounts receivable (A/R) balances and respective balance sheet accounts; processing, reviewing and correcting retroactive payments and deductions; 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 advanced technical knowledge related to payroll processing, procedures, and practices; have the ability to explain and interpret complex payroll-related information; work independently and without specific instructions, and regularly exercise independent judgment in making decisions regarding the disposition of payroll matters. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Payroll Specialist class by the more advanced technical and complex nature of the work performed, higher level problem-solving and decision-making skills, as well as serving as a subject matter expert for Payroll Specialists. Minimal supervision is received from 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.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (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) systems and experience with and personal computer (PC) software applications (example: Excel, Power Point, Adobe Acrobat) is highly desirable.

## **ESSENTIAL FUNCTIONS**

A 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, practices, and policies of the payroll department. Communicate effectively both orally and in writing. Assists customers by e-mail/phone and in person at the front desk in Payroll. Conducts payroll-related training classes and training for Payroll Specialists. Responds to both verbally and in writing complex and sensitive customer inquiries regarding payroll policies and procedures.

**Manual/Physical:** Operate a variety of standard office equipment including a computer, telephone, copy and fax machine. Sets up, compiles, verifies, and processes payroll related data in the HRM system. Invoices employees for payroll related amounts due, reconcile employees' accounts receivable (A/R) balances and respective balance sheet accounts. 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. Processes, reviews and corrects retroactive payments and deductions. Invoices employees for payroll related amounts due, reconcile employees' A/R balances and balance sheet accounts. Resolves sensitive customer concerns regarding payroll policies and procedures. Formulates payroll-related reports and/or records both manually and utilizing computer programs/systems. Researches, compiles, and analyzes statistical reports, audits, and other payroll related data. Reviews and analyzes payroll for issues and determines and completes adjustments. Reviews work for completeness, accuracy, and compliance with Federal and State laws and City administrative regulations. Resolves procedural, operational, and other work-related problems. Coordinates work activities and program 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 visual aids. Develops policies, procedures, and performance goals related to assignment. Performs mathematical calculations or financial and cost analyses. 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;  
set up, compile, verify, and process 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;  
formulate 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;  
analyze financial data, reconcile accounts, and prepare reports;  
review and analyze payroll reports for issues, and make needed adjustments;  
invoice employees for payroll related amounts due, reconcile employees' accounts receivable (A/R) balances and respective balance sheet accounts;  
process, review and correct retroactive payments and deductions;  
administer the tuition reimbursement payment and repayment processes in accordance to policy and coordinate the payment of tuition reimbursement;  
maintain complex records and prepare accurate reports from such records;  
review work for completeness, accuracy, and compliance with Federal and State laws and City administrative regulations;  
respond to and resolve complex and sensitive customer inquiries regarding payroll policies and procedures both verbally and in writing;  
maintain a working knowledge of the City's payroll system and payroll related system setup;  
manage HRM workflow to ensure all payroll transactions are processed accurately and timely;  
maintain confidentiality of personnel and payroll records and reports;  
handle multiple projects simultaneously and use good judgment in prioritizing work assignments;  
anticipate changes in the priorities of tasks or volume of work to be accomplished;  
assist with special projects, system testing, etc. as needed;  
maintain confidentiality of personnel and payroll records and reports;  
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.

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