

PAYROLL ADMINISTRATOR

FLSA: Nonexempt

GENERAL SUMMARY

This is an advanced accounting position, involving processing the payroll for the entire City and preparing payroll related bills. The position maintains records in accordance with department policy and generally accepted accounting practices. This position maintains the police and fire grants, prepares journal entries, prepares invoices, maintains the Fire & Police earnings and annuity contributions, reviews insurance invoices, and prepares monthly, quarterly, and annual reports to governmental agencies. Reporting to the Fiscal Services Director, employees in this position perform job within specific departmental guidelines and procedures and work is reviewed by supervisor or liaison for accuracy and completeness. Work includes specific and detailed tracking procedures and knowledge of accounting principles. This position works closely with the Human Resource Department to coordinate related work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Accounting Division

- Prepare City payroll and Fire and Police Retirees payroll
- Prepare payroll liabilities for payment such as credit union, taxes, union dues, garnishments, pension contribution, and employee deductions
- Prepare and balance the monthly and quarterly payroll liabilities, federal, state, and local taxes, Fire and Police Pension contributions and Worker's Compensation accounts-
- Prepare all payroll related journal entries and enter them into the general ledger
- Prepare and distribute memos related to payroll, and answer inquiries from employees, mortgage firms, unemployment and the IRS regarding payroll, and provide related information
- Prepare overtime and annual earnings reports.
- Maintain and order departmental supplies
- Prepare bank reconciliations as assigned
- Review and audit all active employees and retirees health care, prescription, dental, vision, life, disability insurances and check accounts payable entry for accuracy before payment.
- Invoice retirees and former employees for their share of the benefit costs
- Serve as accounts payable back up as needed
- Assist in reconciling general ledger accounts and prepare expenditure reclassifications as needed and enter journal entries in the general ledger
- Prepare and mail annual letter to active fire and police employees showing their annuity account held as of June 30, of each year
- Assist in accounting of Police and Fire grants
- Assist in fiscal year-end audit
- Assist in the annual budget preparation

- Receive, sort, and distribute incoming mail to all departments.
- Serve as coordinator in resolving problems on telephone, computer software and hardware, and building maintenance.
- Maintain the postage machine
- Perform other related duties as assigned by the Fiscal Services Director

Human Resources

- Assist the HR Department with coordination of open enrollment activities and determination of benefit eligibility for employees and retirees
- Prepare and submit required IRS Affordable Care Act (ACA) reporting requirements, including the 1095C and 1094C and other requirements and reporting that may be required

Assessing Division

- Assist in scheduling appointments, answer questions and input value changes for the March Board of Reviews.
- Assist in filing the completed personal property statements.
- Assist in data entry of address changes and other changes as assigned by the Assessor
- Assist in responding to citizen complaints and inquiries over the counter or by telephone
- Assist citizen in completing the business license, property transfer affidavit, principal residence exemption and rescind forms, hardship applications and change of address forms
- Process new business license applications and prepare new business license certificates

KNOWLEDGE, SKILLS AND ABILITIES

An Associate's Degree in accounting, business or a related field from an accredited college or university and five years of work experience or any equivalent combination of experience and training that would provide the following knowledge, skills and abilities:

- Knowledge of basic accounting practices and principles
- Knowledge of basic business correspondence, English and grammar
- Knowledge of computer data entry procedures
- Knowledge of municipal revenue/expenditure fund system
- Knowledge of reconciling general ledger accounts
- Knowledge of the basic structure of the taxing units to explain tax levies, geographical boundaries and similar items.
- Knowledge of basic governmental funds
- Proficiency with: computers for word processing, spreadsheet and database applications, 10 key calculator, photocopier, facsimile machine and typewriter
- Ability to properly adjust accounts and prepare journal entries as provided in departmental policy
- Ability to organize schedules to provide for bill payments within specific time limit
- Ability to establish and maintain effective working relationships with supervisors,

coworkers, municipal and county officials and the general public

- Ability to use modern office equipment such as a computer, typewriter, calculator
- Ability to use the computer system and related software packages and spreadsheets
- Ability to gather data, analyze and interpret data in order to prepare payroll-related reports, journal entries, and forms
- Ability to communicate effectively both orally and in writing and explain in non-technical terms procedures and policies
- Knowledge of reconciling general ledger accounts
- Ability to perform detail work and accurately transpose information
- Ability to meet deadlines
- Ability to type accurately

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

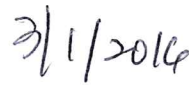
WORKING CONDITIONS

The employee performs job duties within a climate controlled office environment, with a moderate noise level.

AUTHORIZATIONS




Marilou Uy, Director of Fiscal Services



Date



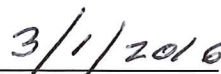
Kevin Welch, Human Resources Manager



Date



Ralph A. Lange, City Manager



Date