

## **PAYROLL SPECIALIST I**

### **Job Summary**

Under the direction of an assigned supervisor, performs routine accounting work related to the preparation, processing, and maintenance of payroll. The Payroll Specialist I is the entry-level classification in the two-level job series. Incumbents perform routine and varied payroll duties. The Payroll Specialist II performs difficult and complex responsibilities which require substantial knowledge of City accounting and payroll policies and procedures.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs maintenance of payroll records, payroll forms, files, and documents necessary for proper calculation and documentation for all City employees.
2. Prepares payrolls which include computing and adjusting pay, auditing time sheets, preparing payroll transaction code documents, and posting, balancing, and registering employee deductions.
3. Prepares reports of income tax withheld and submits to the City Treasurer's Office.
4. Audits and remits payment for a variety of City programs and/or benefits, including but not limited to, health, dental, vision, life insurance and employees' tax sheltered annuity accounts.
5. Prepares numerous payroll related reports, including but not limited to, unemployment claims, employees' organizations, verifications of employment and salary reports.
6. Maintains accurate files and records, including but not limited to, health, dental and vision insurance, union dues and other deductions.
7. Provides technical assistance to employees regarding sick leave and vacation policies and other payroll matters.
8. Conducts detailed research of past payroll and vacation and sick leave records in response to inquiries from county and state agencies and court subpoenas.
9. Receives and processes court, Franchise Tax Board, and IRS orders to withhold earnings from employee's payroll checks.
10. Performs related duties as required.

### **Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience**

Graduation from high school or GED and three (3) years of full-time, paid accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Accounting principles, practices and procedures.
- Basic methods and procedures used to process payrolls.
- Reporting formats and terminology.
- Modern business office practices and procedures, including filing systems.
- Interpersonal skills, using tact, patience and courtesy.

- City organization, operations, policies and objectives.
- General record keeping and bookkeeping practices.
- Personal computer software and hardware.
- Office practices and procedures.

**Skill and/or Ability to:**

- Interpret, apply and explain policies and pertinent laws, rules, and regulations related to payroll, leaves, claims, and other deductions.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records and prepare clear and concise reports.
- Prepare and maintain payroll records and reports in electronic format.
- Operate office equipment such as calculator, computer and related software.
- Perform computer data entry rapidly and accurately.
- Understand and carry out instructions.
- Establish and maintain effective working relationship with others.
- Work confidentially with discretion.
- Effectively communicate orally and in writing.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary.
- Require to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work evening and/or weekends