PAYROLL CLERK

Occupational Code: 1111
Salary Range: 19A
Status: Classified
FLSA: Non-exempt
Established: 10/08

NATURE OF WORK:

This is responsible specialized work compiling, verifying, and recording time and attendance records, preparing general payroll reports, and performing all departmental payroll-related duties.

Work involves performing payroll related duties, and applying basic bookkeeping principles and practices to prepare payroll and to maintain payroll records within the limits of an established payroll system which include but are not limited to: time and attendance, vacation accruals, and compensatory time. Employees in this class will provide necessary technical support to different sections, units, or satellite offices within a department involving a variety of payroll-related duties. Employees in this class prepare departmental payroll, perform personnel work and skilled clerical accounting tasks, and are responsible for entering and submitting hours and reviewing and approving all types of time and attendance, including but not limited to Kronos. This class is distinguished from the Payroll Aide classification by having primary responsibility for handling a specific department's payroll related duties. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and through supervisory review for conformity with established policies and procedures. Reports to a higher level administrator.

ESSENTIAL FUNCTIONS:

(The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Maintains departmental logs of personnel and payroll changes, submits personnel action forms (i.e. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes, etc.) and change of attendance request.

Reviews time sheets or time cards for accuracy and completeness and contacts employee or supervisor regarding any discrepancies.

Enters all time to be paid; includes overtime, shift differentials, on call pay, etc.

Maintains and updates employee attendance and leave balance records.

Enters new employees into the time keeping system, and maintains it updated.

Enters regular time, overtime and supplemental payroll items to facilitate the processing of bi-weekly payroll for a department.

Reviews, verifies, corrects and reconciles the bi-weekly time collection records.

Processes changes of attendance requests.

Answers questions from employees regarding payroll-related issues and researches any pay discrepancies and work with centralized payroll to resolve issues.

Prepares periodic and special payroll-related departmental reports.

Distributes departmental payroll reports and payroll checks.

Performs administrative and clerical duties as assigned.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some knowledge of the principles and basic time keeping entry practices.

Some knowledge of payroll terminology, practices and procedures.

Considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Some knowledge of basic municipal accounting procedures.

Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.

Ability to establish and maintain effective working relationships with the general public, co-workers and elected and appointed officials.

Ability to communicate effectively, both orally and in writing.

Ability to understand and carry out complex oral and written instructions.

Ability to operate office equipment, which may include, but not limited to: calculators, adding machines, computers and other related office machines, software and programs.

Ability to understand and interpret contracts or collective bargaining agreements and apply towards preparation of departmental payroll.

REQUIREMENTS:

Graduation from high school or equivalent and some (6 months – 2 years) experience preparing payroll.

OR

Equivalent combination of training and experience beyond high school graduation.

TOOLS AND EQUIPMENT:

Personal computer, computerized payroll systems; copiers, calculator, adding machine, time and attendance software, payroll clocks or other related office equipment.

WORK ENVIRONMENT: (The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled modern office setting, mostly from a seated position at a modular workstation. The noise level in the work environment is usually low. Work is performed under stringent time constraints and overtime may be required with little, if any notice.