

CITY OF FOREST GROVE

PAYROLL SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To supervise the preparation and coordinate and oversee the payroll operation of the City payroll system; to direct the computation of pay according to policy and government regulations; to prepare payroll data such as pension, insurance, and credit union payments; to review payroll deductions and interpret County policy, union contracts, and government regulations pertaining to payroll procedures. Provide responsible support to the City Finance and Utility Billing programs in the areas of accounts payable, accounts receivable, and utility billing.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May exercise technical and functional supervision over assigned administrative support staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Prepare, implement, process, and control the City payroll system. Process timesheets and input data through check generation; process and balance vendor checks; send direct deposit file to financial institutions, calculate final and retroactive payroll checks; calculate leave balances.
2. Prepare, implement, and control voluntary and other forms of deductions, such as exemptions, garnishments, withholding, benefits distribution and allowances.
3. Monitor payroll processes and make schedule changes as required, monitor the workflow and adjust procedures as required.
4. Coordinate and maintain data relating to the payroll system and prepare special reports; maintain central control of payroll records to ensure the integrity and accuracy of each payroll record in the payroll system.
5. Inform payroll users of changing federal, state, and local laws and regulations pertaining to payroll.
6. Prepare reports in a timely fashion to ensure compliance with federal and state reporting requirements; monitor and interpret changes in federal and state laws and regulations involved with the administration of payroll.
7. Train payroll users in payroll methods and procedures.
8. Assist in the development, testing and implementation of changes to the payroll system. Recommend changes and enhancements to the payroll system which includes reports, procedural changes and internal system control.
9. Process invoices for accounts payable and receivable and subsequent posting.
10. Provide responsible back up support to the utility billing program including functional and technical supervision during periods of management absence.

QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures of accounting and payroll systems.
Manual and automated financial systems related to payroll.
Principles and practices of financial record keeping and reporting
Principles and practices of customer service.
Methods and techniques of compiling and presenting reports and information.
Practices used in minute taking and preparation.
Methods and techniques of proper phone etiquette.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, ordinances, codes and regulations related to payroll and public accounting.

Ability to:

Generate accurate financial and management reports.
Interpret laws, regulations, and contracts affecting payroll.
Direct the work of others.
Work in a dynamic office setting with rapidly changing priorities.
Perform responsible administrative work within assigned area.
Compile and present data and information for reports.
Interpret and apply administrative and departmental policies and procedures.
Independently prepare correspondences and memoranda.
Prepare clear and concise reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Implement and accurately maintain complex and confidential filing systems.
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally (including talking and listening) and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting or financial management.

Experience:

Three years of increasingly responsible experience in payroll, finance, or a related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting.

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Mobility: Incumbents require sufficient mobility to work in an office setting, and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.