

Title: Payroll Specialist
PG: 40
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Finance/Payroll

Class Code: 6543
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible Para-professional work related to operations and maintenance of the City's automated payroll system. This includes the generation and validation of payroll and pension checks, deposits etc as well as transmission of electronic data files to various agencies and providers. The position requires the incumbent to perform a variety of technical and administrative functions for Payroll operations.

ESSENTIAL FUNCTIONS:

1. Validates and prepares data used in the documentation and generation of the City's payroll, including some data entry and verification of data introduced into the database by timekeepers and human resource staff.
2. Verifies and documents for the proper dissemination of payroll checks biweekly.
3. Generates and coordinates the distribution of pension checks.
4. Verifies and documents the proper transmission of various electronic data files such as direct deposit, savings bond, deferred compensation, health coverage, etc.
5. Coordinates with appropriate Federal, State, Local agencies and courts regarding tax levies, child support, garnishments and other related matters.
6. Prepare various regulatory reporting.
7. Verifies the integration of payroll data into the City's ORACLE financial system through the general ledger interface.
8. Processes cash receipt reports and prepares various receipt information for data entry into the City's financial system.
9. Responsible for participating in the maintenance of the City's on line SunTrust Control Pay cash management system for manual payroll or pension checks.
10. Makes recommendations and participates in the development of new procedures to improve the effectiveness and efficiency of systems and procedures.
11. Acts as a liaison with payroll task force members/timekeepers, providing feedback to the timekeepers as necessary to ensure accurate payroll processing
12. Prepare requisitions for the payment of invoices and reconciles vendor invoices and statements for payroll deduction programs.
13. Interacts with City employees, and employees of other Federal, State, and Local agencies to provide information and to resolve problems related to payroll.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of modern office procedures, practices, systems, equipment and software.
2. Knowledge of payroll and cost accounting principles, procedures and techniques.
3. Knowledge of the City's Automated PeopleSoft Payroll, ORACLE financial systems and Crystal Reporting Software.
4. Knowledge of applicable Federal, State and Local laws, city ordinances and other regulatory policies, standards and requirements. Comprehension of Court and regulatory body decisions related to payroll operations, tax withholding, benefits, levies, garnishments and other related issues.
5. Full working knowledge of all City of Lakeland Personnel Policies, including specific interpretation of policies to various non-standard situations specific to different city departments.
6. Ability to analyze and evaluate accounting problems and to recognize and develop pertinent accounting and related data.
7. Ability to make complex arithmetic computations accurately and rapidly.
8. Ability to research information and analyze data to arrive at valid conclusions and recommend viable plans of action for resolution.
9. Ability to understand and carry out complex oral and written instructions.

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10. Ability to prepare and complete various different regulatory reporting requirements.
11. Ability to communicate effectively and clearly both orally and in writing.
12. Ability to establish and maintain effective working relationships within the Finance department and other city offices, regulatory and commercial entities as needed.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited high school, with course work in business fields such as accounting, bookkeeping, or computer skills.
2. Three (3) years of progressively responsible experience working in an automated payroll system; or an Associate Degree from an accredited college or university in Business Administration, Accounting; or a closely related field or the equivalent in education, training, and experience that would provide the necessary knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.