

PAYROLL ACCOUNTANT

DEFINITION

Under general direction, performs complex professional and confidential accounting work; maintains and audits accounts; provides lead direction and training to staff; coordinates assigned activities with other departments, divisions, and outside agencies; provides support, information, and assistance to other staff on payroll issues; and provides highly responsible and complex administrative support.

SUPERVISION RECEIVED/EXERCISED

Supervised by the Payroll Manager and provides lead direction and instruction to staff.

DISTINGUISHING CHARACTERISTICS

This classification is only utilized in the Payroll Section of the Finance Department. Incumbents receive limited direction to carry out complex confidential accounting and auditing assignments. Incumbent exercises considerable independent judgment when standard procedures do not apply. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Leads and participates in the preparation of a variety of accounting reports, and prepares complex financial reports; assists in accomplishing the functions of the division by providing lead direction and training of staff.

Performs difficult accounting and/or auditing work; maintains general and subsidiary ledgers; and effects periodic reconciliations of a variety of reports.

Assists in the preparation, organization and management of City wide centralized payroll including processing the bi-weekly and special pay run to ensure accuracy and compliance with all laws; ensures that post-payroll processes are completed; interprets and applies federal, state, and city laws, regulations and policies related to payroll.

Coordinates payroll activities with other staff in the respective departments, divisions and outside agencies; provides staff assistance to the Finance Director and Payroll Manager; responds timely to payroll inquiries; provides accurate information and resolves complaints.

Participates in the compilation of data and reports to ensure compliance with the Transparency Act and other City policies, rules and regulations.

Prepares and provides analysis of payroll costs, attendance, and overtime experience; prepares and analyzes data for use in labor negotiations and serves as a member of the City's bargaining team.

Participates in the development, coordination, and implementation of payroll system enhancements as necessary; participates in coordinating the maintenance and documentation of payroll system data.

Maintains records concerning operations and programs; prepares reports on operations and activities.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Participates in, coordinates, and reviews the work of others; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Conducts training with payroll administrators in the City on the time and labor and payroll systems, payroll laws, and City policy related to payroll; responds to questions from payroll administrators on the application of laws and policies; reviews accuracy of submitted payroll from departments.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive payroll program.

Principles of supervision, training, and performance evaluations.

Modern and complex principles and practices of payroll data processing systems and procedures.

Laws and procedures for wage garnishments, including federal and state creditor garnishments.

Methods and legal requirements of payroll processing.

Accounting principles and practices.

Retirement plan reporting that includes enrollment, appropriate wage earnings, contributions, and separations.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state and local laws, rules and regulations. including federal and state tax laws and reporting procedures.

Skills to:

Operate modern office equipment, including computer equipment.

Ability to:

Oversee and participate in the management of a comprehensive payroll program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Effectively manage processes of a complex payroll system.

Conduct effective research and analyze and evaluate new program techniques, methods, and procedures.

File all required tax reports within time parameters established by state and federal government.

Prepare and present clear training to staff and City department payroll administrators regarding changes in laws, policies and/or procedures.

Plan and organize work to meet changing priorities and deadlines.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in accounting, finance, public administration, business administration, or a closely related field; and

Experience:

Three years of responsible payroll accounting experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

JTC: SCM
New class 3/7/16