

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Payroll Specialist</b>
<b>Class Code Number</b>	<b>2090</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>26</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Prepares payroll for all employees and Assembly members per union contracts and appropriate ordinances and state and federal laws, performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to: 1. Ensure accurate, prompt payment of wages to all employees and Assembly members, maintain payroll files and employee benefit information and perform related payroll accounting functions, 2. Ensure that that payroll practices follow union contract provisions, local ordinances, and state and federal laws. The work is performed under the direct supervision of the Deputy Finance Director but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, benefit providers, State and Federal agencies and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Performs all aspects of the bi-weekly payroll process, such as;
- Ensures that payroll time sheets comply with City-Borough standards, verifying validity and accuracy;
- Ensures that payroll is computed within parameters of union contracts, local ordinances, and state and federal laws;
- Directs the entering of time sheet data into payroll database including employee withholding tax and benefit data;
- Prepares and reviews payroll registers;
- Prepares final payroll, paychecks, and reports;
- Prepares direct deposits as required;
- Prepares documents as required for union negotiations;

- Prepares and maintains employee payroll records, including pay rate, deductions, and benefits;
- Updates control spreadsheets with latest payroll information;
- Prepares checks for payroll taxes and benefit payments to appropriate State, Federal or local agency;
- Performs account reconciliation of all payroll accounts, withholding and expenses;
- Answers payroll processing questions from employees, assisting employees as necessary in filling out payroll related forms;
- Prepares and reconciles quarterly and year-end reports and W2's (940, 941 W-3, others as required);
- Prepares reports and account summaries as requested;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Remain current on the principles, practices and new developments in payroll processing;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of payroll and accounting practices and process;
- Thorough knowledge of Federal and State payroll and personnel law;
- Thorough knowledge of financial office procedures and practices;
- Solid knowledge of the accounting cycle;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to make decisions to resolve problems in accordance with established policies, procedures and instruction;
- Ability to handle confidential employee and administrative information with tact and discretion;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare accurate reports identifying specific data as required;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Experience in use of spreadsheet software and word processing software;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associate's Degree or equivalent in accounting or a closely related field, Bachelor's Degree preferred; and
- Considerable experience in bookkeeping, payroll, or accounting; or

- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to serve customers at the walk-in counter and deliver materials to other City office locations.

• • • END • • •