CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Payroll Assistant** **E-PLAN SG:E1-4**

DEPARTMENT: **Human Resources** **CS:N FLSA:Y EEO4CODE:AS**

JOB SUMMARY:

Provides technical and clerical support to the Payroll office. Performs a variety of technical tasks associated with processing the City's payroll. Prepares payroll related billings and payments, confirms accuracy, and transmits data. Prepares required reports to substantiate billings and payments. Performs records management duties to support the City's payroll programs and prepares payment requisitions for all payroll programs. Answers routine payroll related inquiries from City employees, referring more complex questions to the appropriate staff member.

SUPERVISORY RELATIONSHIPS:

Reports to the Payroll Manager who assigns and reviews work. Work is performed under general supervision and the guidance of City and departmental policies and procedures, collective bargaining agreements, and State and Federal rules and regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs and verifies data entry for payroll in the Human Resources Information System (HRIS) and other vendor portals, including maintenance and verification of employee records. Works with Payroll Technician to review, verify, input and process payroll Personnel Action forms, ensuring accuracy of content. Audits integrity of data entered by others during payroll processing as required by State auditors. Follows through with appropriate person when data entry issues arise.

2. Assembles new hire packets including appropriate payroll, benefits, and City policy forms. Performs data entry of new hire information into various HRIS systems. Assists employees with completing payroll documents during new employee orientation.

3. Generates, balances, reviews, and transmits payroll payments following State and Federal regulations, vendor instructions and established procedures via postal mail, email, online portal, or related methods.

4. Reviews and enters invoices into accounts payable database for approval.

5. Generates reports to coordinate entitlement levels of employer/employee deferred compensation contributions in accordance with vendor instructions and federal regulations. Reviews deferred compensation contributions for accuracy.

6. Completes employment verification requests from outside vendors when authorized by employee.

7. Provides internal and external customer service. Responds to routine requests for payroll

information within scope of authority, referring more complex questions and requests to the appropriate staff member. Provides payroll forms and reviews completed forms for accuracy, tracking incomplete or missing forms for follow-up.

8. Performs data entry, indexing and verification of data entered into electronic filing systems. Works collaboratively with ITSD to make and implement necessary system modifications for efficient use of the system.

9. Performs a variety of clerical tasks for payroll processing; utilizes computer software, including word processing, spreadsheets, and databases to prepare letters and documents; performs filing, copying and archiving records per payroll schedule.

10. Assists with completing State and Federal reports by pay period, monthly or annually as required.

11. Collects and reviews all incoming payroll changes. Inputs payroll changes into HRIS and vendor portals.

12. Serves as the Human Resources Department Timekeeper. Receives, reviews, corrects, processes and enters timesheets for Human Resources staff. Assists with troubleshooting errors.

13. Assists in coordinating, planning, data entry, data review and other tasks during annual benefits open enrollment.

14. Responsible for updating City's internal staff webpage regarding payroll related services and forms.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Basic bookkeeping, payroll, and general office procedures and practices.
- Basic math including the ability to add, subtract, multiply, divide and calculate percentages and averages.
- Financial systems, including Human Resources Information Systems.

Skill in:
- Effective oral and written communications skills.
- Competent in use of standard computer software programs such as word processing, spreadsheet, and email software.
- Good literacy skills including reading comprehension, business and technical composition, knowledge of standard English usage, punctuation, spelling, grammar, and letter format.
- Strong computer skills including word processing, spreadsheet manipulation, and database management. Ability and willingness to gain a working knowledge of special purpose software programs.
- Keyboarding skills sufficient to enter, maintain and retrieve data in a computer-based system.

Ability to:

- Maintain the confidentiality of sensitive information, materials and inquiries.
- Communicate with City employees using courtesy, tact and good judgment.
- Function as part of a team.
- Understand and follow written and oral instructions.
- Perform according to established procedures, with minimal supervision and work according to a set schedule.
- Work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Adapt and be flexible, follow oral and written instructions, and organize and prioritize work.
- Excellent attention to detail and ability to check written materials and the work of others for accuracy and completeness.
- Read, understand, and apply collective bargaining agreement provisions, City procedures, polices and ordinances, and State and Federal laws as applicable to scope of work.
- File alphabetically and numerically.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse,
  - phone, and fax machine
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects weighing 10-25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. Environment includes a customary range of noise and other distractions with low everyday risks working around standard office equipment. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School Diploma or equivalent.
- A minimum of two years of general clerical accounting or financial record keeping.
- Proficiency with computer software, including word processing and spreadsheets for data entry/retrieval and file maintenance required.
- Typing at 45 wpm NET and 10-key by touch with accuracy preferred.
- Proficiency with computerized payroll system preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent on passing a criminal background check.

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