CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Payroll Lead** **E-PLAN**
SG:E1-9
DEPARTMENT: **Human Resources** **CS:N**
FLSA:Y
EEO4CODE:AS

JOB SUMMARY:

Responsible for processing all phases of semi-monthly payroll cycle while ensuring the accuracy of payroll calculations and working under time constraints. Responds to technical payroll questions, explains policies and procedures and resolves issues. Processes payroll adjustments; calculates and manually prepares retroactive pay adjustments, overtime adjustments, and employee terminations. Enters, processes and audits confidential payroll data; maintains confidential employee records. Ensures compliance with State and Federal regulations, City policies, Collective Bargaining Agreements and departmental policies and procedures.

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, and State and federal rules and regulations. Provides training and technical direction to lower classified staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

Payroll Processing

1. Performs routine and complex tasks necessary to run a payroll cycle following established departmental processes and procedures; ensures compliance with collective bargaining agreements, City Policies, and State and Federal regulations.

2. Receives and releases time entry documents. Audits and verifies all timekeeping records for accuracy and completeness based on employee group rules and collective bargaining agreements. Works with departments to research and resolve discrepancies with employee time sheets in a timely manner.

3. Identifies and troubleshoots system calculation errors; assists Human Resources and IT staff in researching, testing and resolving system errors. Maintains documentation of problem resolution.

4. Researches, analyzes, computes, prepares, and processes special payroll transactions such as liens, reimbursements, and other special payments.

5. Calculates and manually prepares retroactive pay adjustments, overtime adjustments, compensatory time cash outs, time sheet corrections, retirement plan changes, FLSA and leave cash outs, and employee final pay at separation. Provides explanation of calculations to employees as necessary.

6. Generates, verifies, balances, and processes payroll deductions.

7. Monitors, calculates and processes required step increases and adjustments for all employee groups.

8. Generates leave bank accruals and usage audits; monitors leave banks for appropriate accruals and adjustments.

9. Reviews and reconciles complex payroll reports to ensure proper payment of wages, taxes, and mandatory and voluntary deductions.

10. Receives Workers' Compensation vouchers. Calculates pay deductions and re-credits.

11. Documents payroll procedures, processes and changes. Participates in analyzing existing systems and procedures; recommends payroll process improvements to the Payroll Supervisor.

Data Processing

1. Participates in maintaining a complex Human Resource Information System (HRIS); enters, codes, processes and audits confidential employee and payroll data to ensure accurate records for payroll, employee benefits and reporting.

2. Audits integrity of data entered by department and payroll staff during payroll processing as recommended by State Auditors.

3. Compiles and submits statistical information for a variety of reporting agencies; prepares supplemental data as necessary; develops spreadsheets of varying complexity.

4. Completes employment verification requests where authorized by employee release and State and Federal statutes.

5. Assists in data entry, data review and related tasks during annual benefit open enrollment.

6. Processes employee benefit enrollments, status changes and terminations.

Reporting

1. Completes required reporting for State, Federal and other agencies (e.g. Department of Retirement Systems) on a regular and re-occurring basis; ensures compliance with reporting requirements.

2. Analyzes, interprets and ensures compliance with complex and varied reporting requirements and calculations.

3. Prepares and sends ACH transfers, EDI payment and associated reports for files such as direct deposits, positive pay, deferred compensation, Department of Retirement Systems contributions, deductions, benefits, garnishments, payroll taxes, W-2's and all similar plans/reports.

4. Generates and analyzes routine and ad-hoc reports as needed.

General

1. Responsible for maintenance of electronic and paper payroll records in compliance with state records retention guidelines including archiving, documenting retention requirements and retrieving records as needed.

2. Maintains up to date knowledge of changes to terms of collective bargaining agreements (CBA) and City policies which impact payroll; implements terms of CBA. Assists HR Analysts with researching payroll related CBA implementation issues.

3. Provides information to City staff. Researches, responds, and provides documentation in a timely manner to employees regarding pay, deductions, retroactive pay, leave accruals, and other payroll related issues.

4. Provides instruction and guidance to City staff regarding the use of HRIS system including entry and approval of timesheets and online access to pay statements.

5. Notifies appropriate Human Resources staff of changes in benefit coverage for individual employees as needed.

6. Develops schedules and methods to ensure work is completed accurately and in a timely manner.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Payroll and accounting principles and payroll methods.
- Payroll related State and Federal regulations such as FLSA, WA State sick leave, WAPFML and DRS reporting requirements and deadlines for payroll taxes and benefits.
- Specific payroll related deductions for applicable taxation (e.g. 457, 401a, Section 125, etc).
- Intermediate-level bookkeeping, payroll, and general office procedures and practices.
- Intermediate knowledge of Word, Excel and other standard business-related software programs.
- Fundamental background in math and calculations, including the ability to add, subtract, multiply, divide and calculate percentage and averages.

Skill in:

- Strong computer skills including word processing, spreadsheet manipulation, and database management. Ability and willingness to gain a working knowledge of special purpose software programs.
- Strong literacy skills including reading comprehension, business and technical composition, knowledge of standard English usage, punctuation, spelling, grammar, and letter formatting.
- Keyboarding skills sufficient to enter, maintain and retrieve data in a computer-based system.
- Flexibility and adaptability, to follow oral and written instructions, and to organize and prioritize work.
- Good oral and written communications skills for explaining policies and procedures, completing reports, and addressing employee questions and concerns.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.

Ability to:

- Work in a fast-paced environment with strict adherence to time sensitive deadlines
- Generate and interpret complex reports.
- Analyze various sources of information and reconcile the inconsistencies.
- Understand, interpret, apply, and explain complex contracts, rules, regulations, policies, and procedures and make process improvements to ensure payroll efficiency.
- Research, analyze, and execute difficult problems that arise and be able to solve problems independently.
- Perform mathematical calculations and complex data processing tasks rapidly and accurately and maintain recordkeeping and data entry skills.
- Maintain the confidentiality of sensitive information, materials, and inquiries.
- Work independently and appropriately organize and prioritize workload.
- Work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Compose, review, and edit payroll correspondence.
- Be detailed oriented and organized.
- Understand and follow instructions given by supervisor and other HR staff.
- Meet schedules and deadlines while maintaining accuracy.
- Work with City employees using courtesy, tact, and good judgment.
- Function as part of a team.
- Utilize a computer terminal and payroll-related software applications.
- Perform 10-key calculator operations by touch.
- Develop an historical perspective of the City’s payroll system and of past practice precedent setting.
- Adapt, be flexible and tolerate the stress of deadlines and changes.
- File numerically and alphabetically.
- 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 remain stationary for long periods of time;
  - 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 very low everyday risks working around standard office equipment. Some travel to professional meetings and conferences required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent.
- Associate degree with an emphasis in payroll administration, accounting, finance or related field preferred.
- Three years of progressively responsible experience in full cycle payroll processing.
- Two years of experience in the operation and utilization of a Human Resources Information System for payroll processing or similar.
- Demonstrated experience and strong skills in utilization of computer software, including spreadsheet, word processing, data/entry/retrieval, file maintenance and email. A high level of proficiency in Excel required.
- Finance or accounting experience preferred.
- Previous governmental payroll experience 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.
- Ten-key by touch required.

PREPARED BY: A. Bronson
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8/20

REVIEWED BY: _____

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