CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Payroll Technician** **E-PLAN**
SG:E1-6
DEPARTMENT: **Human Resources** **CS: N**
FLSA: Y
EEO4CODE:AS

JOB SUMMARY:

Utilizes defined procedures and processes to assist with routine tasks necessary to run a full payroll cycle. Responds to technical payroll questions, explains policies and procedures, and resolves issues. Processes payroll adjustments; assists with calculating, verifying and preparing retroactive pay adjustments, overtime adjustments, and employee terminations. Performs a variety of functions related to the City's payroll processes including data entry, record-keeping, auditing, and reporting. Provides back-up to other Department positions based on workload and absences. Prepares payroll related billings and payments, confirms accuracy, and transmits data. Answers or refers payroll related inquiries from City employees.

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 (CBAs), and State and Federal rules and regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs routine tasks and assists with complex tasks necessary to run a full payroll cycle following established departmental processes and procedures, ensuring compliance with collective bargaining agreements, City Policies, and State and Federal regulations. Assists with processing manual payroll changes, including but not limited to, compensatory time cash outs, timesheet corrections, employee terminations, leave cash-outs and retirement plan changes. Serves as backup payroll processor in absence of Payroll Lead. Performs tasks necessary to run routine pension payroll cycle. Makes routine payroll adjustments, referring complex issues to Payroll Lead. Makes payroll procedures and process improvement recommendations to the Payroll Supervisor.

2. Participates in maintaining a complex Human Resource Information System (HRIS); enters, codes, processes and audits confidential employee and payroll data and forms to ensure accurate records for payroll, employee benefits and reporting. Works with Payroll Assistant to review, verify, input and process payroll Personnel Action forms. Reviews and verifies data entry work performed by other Human Resources staff members to ensure integrity of information entered in the HRIS system using established procedures.

3. Identifies and assists with troubleshooting system calculation errors; assists Human Resources and IT staff in researching system errors. Reviews and assists with maintaining documentation of problem resolution.

4. Assists with preparing and sending ACH transfers, EDI payments 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.

5. Receives and releases time records; checks for accuracy and completeness, inputs corrections and routes for review.

6. Utilizes standard reporting tools to run, maintain and support a variety of reports or queries. Assists in the development of standard reports for ongoing department needs. Helps maintain data integrity in systems by running queries and analyzing data.

7. Researches and responds to technical questions and requests from City employees within scope of authority. Provides City staff with appropriate payroll forms and other information for new hires and employment status changes. Refers more complex questions and requests to Payroll Lead.

8. Assists with generating, auditing and monitoring leave banks for appropriate accruals and adjustments at regular intervals and at year end.

9. Ensures the processing, generation, signing and timely distribution of all payroll-related payments following State and Federal regulations, including employee payroll, retiree payments and vendor payments utilizing the Finance Enterprise system.

10. Ensures maintenance of electronic and paper Payroll records. Manages, archives and retrieves records per payroll schedule.

11. Performs all duties of the Payroll Assistant.

ADDITIONAL WORK PERFORMED:

1. Maintains up-to-date knowledge of changes to terms of collective bargaining agreements and City policies which impact payroll; implements terms of CBAs. Assists HR Services with researching payroll related CBA implementation issues.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Intermediate-level 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:

- 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.
- Good oral and written communications skills for explaining policies and procedures, completing reports, and addressing employee questions and concerns.

Ability to:

- Maintain the confidentiality of sensitive information, materials and inquiries.
- Work with City employees using courtesy, tact, and good judgment.
- Function as part of a team.
- Understand and follow oral and written instructions.
- Organize and prioritize work.
- Work independently and appropriately to organize and prioritize workload.
- Develop an historical perspective of the City's payroll system and of past practice precedent setting.
- Work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Work according to a set schedule.
- Adapt and be flexible and tolerate the stress of deadlines and changes.
- Excellent attention to detail and ability to check written materials and the work of others for accuracy and completeness.
- 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 communicate accurate information and ideas to 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 meetings and conferences may be required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent.
- Two years of intermediate financial record keeping or accounting support experience, preferably in municipal government
- One year of vocational training in accounting support or related field or equivalent experience.
- Demonstrated experience utilizing HRIS or other financial record keeping software, data management systems and spreadsheets
- Keyboarding at 45 wpm NET and ten-key by touch with accuracy preferred.
- One year assisting with payroll processing 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 REQUIREMENTS:

- Employment contingent on passing a criminal background check.

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1/09

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