

# CITY OF MILWAUKIE

## **CLASSIFICATION: Payroll Specialist**

Department: Finance  
FLSA: Exempt - confidential

Salary Range: 20  
EEO Category : Professional

### **RESPONSIBILITIES**

Performs a variety of complex payroll functions as well as other accounting functions. This position is responsible for producing timely and accurate payroll checks, paying and reconciling taxes; monitoring and making adjustments of employee leave balances, and implementing bargaining unit contracts utilizing the HRIS system; processing and filing W-2's; monitoring federal, state and local laws and legislation for compliance and determining impact upon the payroll system; assisting in contract costing for negotiations and determining the implication of proposals for labor relations issues. This position also has responsibility for the accounts payable function. This classification is distinct from the Accounting Technician position by the complexity of the functional area and the confidential nature of the work performed.

### **DUTIES AND RESPONSIBILITIES**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates and administers the City's payroll system activities; audits payroll documents and timesheets; calculates payroll checks for both regular cycle checks and non routine payroll checks using the HRIS system; and balances payroll reports.
2. Ensures accuracy, completeness and compliance with applicable union contracts, rules, laws, policies and procedures.
3. Prepares and reconciles fringe benefits following payroll check run.
4. Prepares alternative wage and salary packages used in labor relations issues and collective bargaining and coordinates that with the Finance and Human Resources Directors.
5. Applies and enforces provisions of collective bargaining contracts and personnel rules as they apply to payroll and leave usage.
6. Suggests collective bargaining agreement and policy language changes related to payroll and time reporting. Consults with the management bargaining team on implementation issues in order to develop appropriate proposals.
7. Prepares reports as mandated by law and as requested for labor relations issues.
8. Applies and enforces applicable tax laws and rulings with regard to employee compensation including benefits program.
9. Prepares and reconciles W-2's for year-end along with annual tax reports.
10. Assists departments and employees by providing payroll information, explains procedures, answers labor contract questions pertaining to payroll.
11. Prepares payroll journal entries and reconciles general ledger accrual accounts after this process for

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accuracy.

12. Processes and calculates a variety of payroll actions including wage garnishments, benefits withholding, overtime hours and workers compensation claims; maintains employee records for voluntary and non-voluntary deductions.
13. Monitors account payable transactions to ensure compliance with City policy and collective bargaining agreements. Processes transactions and posts entries to ensure accuracy.
14. Posts data to various ledgers, registers, journals and logs according to established accounting procedures.
15. Assist the public, public officials and other employees in a friendly and courteous manner.
16. Compiles data for a variety of narrative and statistical reports; analyzes data; makes recommendations based on findings; prepares correspondence and technical reports.
17. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
18. Contributes to a positive team atmosphere at the City.
19. Has regular and punctual attendance.
20. Performs assigned duties during an emergency situation.
21. Performs other duties as required.

**JOB SPECIFICATIONS:**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

**1. Job Preparation**

**a) Education and Work Experience**

- i) Three (3) years of experience relative to accounting practices and procedures including payroll. Experience in governmental accounting is preferred; and,
- ii) An Associate's degree in accounting or bookkeeping from an accredited college or university.

**2. Necessary Knowledge, Skills and Abilities**

**a) Knowledge of:**

- i) Principles and practices of payroll administration, record keeping and reporting.
- ii) Federal, state and local reporting requirements.
- iii) Generally accepted accounting principles (G.A.A.P).
- iv) Billing and payroll procedures, journal entries, reconciliation processes and payroll taxes.
- v) Computer applications and uses for accounting activities.
- vi) Modern office practices and standard accounting and office equipment including computer systems and their application to municipal accounting and fiscal management.

**b) Skill to:**

- i) Prepare and maintain payroll documents and records.
- ii) Maintain a variety of financial records and files.
- iii) Accurately tabulate, record and balance payroll data and related financial records.

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- iv) Perform mathematical computations.
- v) Reconcile accounting records, reports and journals.
- vi) Apply generally accepted accounting principles and practices.
- vii) Perform the assigned duties of the position.
- viii) Operate office equipment and a variety of word processing and software applications.

c) **Ability to:**

- i) Apply Federal, State, and local policies, procedures, laws, regulations and collective bargaining agreements.
- ii) Maintain confidentiality of data when appropriate.
- iii) Communicate effectively.
- iv) Establish and maintain positive working relationships.
- v) Work as a team member and cultivate a team climate.
- vi) Perform the essential functions of the job.

**3. Special Requirements**

- a) Successfully pass the background checks and screening requirements of the City.

**4. Tools and Equipment Used**

- a) All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing and spreadsheets.

**5. Supervision**

- a) This position works under the general direction and supervision of the Finance Director.
- b) This is not a supervisory position however provides lead worker responsibilities.

**6. Work Environment**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- a) Work is performed mostly in office setting.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: June 19, 2008

Adopted:

Revised: