

City of Bellingham
Classification Specification

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| CLASS TITLE | Payroll Lead |
| DEPARTMENT | Human Resources |
| UNION: | E-PLAN |
| SG: | E-7 |
| CS: | N |
| FLSA: | Y |
| EE04CODE: | AS |

NATURE OF WORK:

Uses procedures and processes to execute the routine tasks necessary to run a payroll cycle. Performs a variety of functions relating to the City's payroll processes including bookkeeping, recording, auditing, and reporting. In a payroll lead capacity, assigns work to and trains others. Provides back-up to the Payroll Supervisor and other Department positions for vacation or other absences. Provides feedback to Payroll Supervisor regarding work performance of Payroll staff.

DISTINGUISHING CHARACTERISTICS:

Distinguished from the Financial Technician class by the responsibility for providing assistance to the Payroll Supervisor to provide training to Payroll staff members and to assist with coordinating and monitoring the work of the unit. May assign and direct daily work, provide input on the performance of Payroll staff members and perform the full range of Financial Technician duties, particularly the more complex of recurring tasks.

SUPERVISORY RELATIONSHIPS:

Reports to the Payroll Supervisor who assigns and reviews work. Works independently under general supervision, established City and departmental policies and procedures, and State and federal rules and regulations. Conducts training, assigns work and provides day-to-day direction to other Payroll staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs the routine tasks necessary to run a payroll cycle following established procedures and processes. Makes payroll procedures and process improvement recommendations to the Payroll Supervisor.
2. Audits payroll processing work performed by other Human Resource staff members using established procedures.
3. Reviews, audits or processes completed payroll forms to ensure proper payment is made to the employee.
4. Releases and receives time documents, checks for accuracy and completeness, inputs corrections, and routes documents to data entry.

5. Ensures the processing, generation, signing and distribution of all payroll-related payments, including employee payroll, retiree payments and vendor payments.
6. Leads and assigns the generation, balancing and mailing of payroll reports and transmittals following State and federal regulations, vendor instructions and established procedures. Notifies appropriate Human Resources staff of changes in benefit coverage for individual employees.
7. Assigns work to others relating to the routine processing of payroll. Trains Payroll staff. Coordinates office operations.
8. Researches and responds to requests. As necessary, provides other City staff with appropriate payroll forms or other information for new hires and employment status changes.
9. Provides data entry assistance; generates leave bank accruals and usage, overtime worked and generic accrual bank reports. Corrects time document coding rejected by payroll programming.
10. Receives Workers' Compensation vouchers. Calculates pay deductions and re-credits.
11. Audits and monitors leave banks for appropriate accruals and adjustments at year end and throughout the year.
12. Updates spreadsheets for special projects and retroactive contract settlements. Updates Payroll records for utilization by the Payroll Supervisor and departments.
13. Ensures maintenance of electronic and paper Payroll records, including managing records and archiving/retrieving archival materials.
14. Performs all duties of the Finance Technician.

ADDITIONAL WORK PERFORMED:

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

KNOWLEDGE AND SKILLS:

- Knowledge of intermediate-level bookkeeping and/or payroll procedures.
- Knowledge of basic math including the ability to add, subtract, multiply, divide, calculate percentage and averages.
- Ability to utilize a computer terminal and payroll-related software applications.
- Ability to perform 10-key calculator operations by touch.
- Ability to work independently and to appropriately organize and prioritize work load.
- Good oral and written communications skills for explaining policies and procedures, completing reports, and addressing employee questions and concerns.
- Knowledge of standard English usage, spelling, punctuation, grammar, and letter format.
- Ability to develop a historical perspective of the City's payroll system and of past practice precedent setting.

- Ability to work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Ability to work according to a set schedule.
- Ability to adapt and be flexible and tolerate the stress of deadlines and changes.
- Ability to check the work of others for accuracy and completeness.
- Ability to maintain confidentiality of sensitive materials and information.
- Ability to file numerically and alphabetically.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
 - o Close vision for reading documents and computer monitors;
 - o Fine finger dexterity for operating keyboard and mouse;
 - o Ability to move boxes weighing up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer work station. Environment includes a normal range of noise and other distractions with very low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of intermediate bookkeeping or financial record keeping experience, preferably in municipal government
- One year of vocational training in bookkeeping and office procedures or equivalent experience.
- Utilization of computer software, including word processing and spreadsheets, for data entry/retrieval and file maintenance required.
- Keyboarding at 45 wpm and ten-key by touch required.
- Previous governmental payroll experience desired.
- A combination of experience and training that provides the applicant with the desired knowledge, skills and ability required to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Ability to obtain Police security clearance.

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1/09

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