

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Payroll And Benefits Assistant</b>	<b>E-PLAN</b>
<b>CLASS TITLE:</b>	<b>Financial Assistant</b>	<b>SG:4</b>
<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>CS:N</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:AS</b>

**JOB SUMMARY:**

Provides accounting and clerical support to the Payroll and Benefits office. Performs a variety of accounting clerical tasks associated with the processing of the City's payroll. Provides back-up to the Payroll Assistant and other department positions. Performs record management duties to support the City's benefit programs and prepares payment requisitions for all benefit programs. Answers or refers inquiries from City employees regarding the benefits programs.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Payroll Supervisor who assigns and reviews work. Also receives work assignments from the Benefits Manager. Works in accordance with established City and departmental policies and procedures, and State and federal rules and regulations.

**ESSENTIAL FUNCTIONS OF THE JOB:**

**Payroll:**

1. Audits integrity of data entered by others during payroll processing, as required by State auditors.
2. Generates, balances and mails payroll transmittals following State and federal regulations, vendor instructions and established procedures.
3. Generates report to coordinate entitlement levels of employer/employee deferred compensation contributions in accordance with vendor instructions and federal regulations and monitors documentation for this program.
4. In the absence of the Payroll Assistant or Payroll Supervisor, (a) assists in payroll processing by identifying and incrementing all special accrued entitlement, generating accrual reports for department use, correcting time document coding, and by preparing checks for distribution; (b) receives Workers' Compensation vouchers, requests payment from Finance, and computes accrual re-credit and retirement reporting adjustments resulting from the Workers' Compensation payment.
5. Performs time document audits. Prepares related FLSA worksheets for supplemental payment of FLSA entitlement.
6. Completes employment verification requests where authorized by employee release and State and federal statutes.

7. Responds to customer requests for information, employee number assignment, payroll forms and payroll employment packets.
8. Provides office clerical support and data entry assistance.

**Benefits:**

9. Maintains computerized employee enrollment information for benefits plans and notifies health benefit third-party administrators of monthly enrollment additions and terminations. Notifies employees of benefits eligibility as appropriate.
10. Performs a variety of clerical tasks for the benefits programs; utilizes computer software, including word processing, spreadsheets, and databases to prepare letters, documents, and graphics; performs filing and copying. Occasionally prepares mass mailings for special benefits program notices.
11. Performs a variety of office duties for the benefits programs: establishes files, performs data entry, tracks information through manual and computerized record keeping, inventories and orders office supplies.
12. Coordinates COBRA benefit extension program participation: notifies eligible employees and dependents; processes enrollments and cancellations and establishes, monitors, and updates records in electronic databases; notifies health benefit plans third-party administrators of COBRA eligible events; bills participants, and receives and processes monthly COBRA payments. Responds to or refers to appropriate party inquiries regarding COBRA.

**ADDITIONAL WORK**

1. Assists with research projects.
2. Performs other related duties within the scope of the classification

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Knowledge of basic bookkeeping, payroll, and general office procedures and practices.
- Ability to maintain the confidentiality of sensitive information, materials and inquiries.
- Ability to work with City employees using courtesy, tact, and good judgment.
- Ability to function as part of a team.
- Knowledge of basic math including the ability to add, subtract, multiply, divide and calculate percentage and averages.
- Good literacy skills including reading comprehension, business and technical composition, knowledge of standard English usage, punctuation, spelling, grammar and letter format.
- Ability to understand and follow written and oral instructions.
- Ability to perform according to established procedures and with minimal supervision and work according to a set schedule.
- Ability to tolerate stress and to handle several tasks simultaneously while processing a large volume of work and maintaining a high degree of accuracy and attention to detail, in an environment of frequent interruptions.
- Excellent attention to detail and ability to check written materials and the work of others for

- accuracy and completeness.
- Ability to operate standard office equipment including typewriter, copy machine, electronic telecommunication equipment, etc.
- 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 operate ten-key calculator by touch.
- Flexibility and adaptability, to follow oral and written instructions, and to organize and prioritize work.
- Ability to file alphabetically and numerically.
- 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 the ability to move boxes weighing up to 25 lbs.

**WORKING ENVIRONMENT:**

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

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- A minimum of two years of general accounting clerical, bookkeeping or financial record keeping. One year assisting with payroll operations preferred. One academic year of accounting-related education may substitute for nine months of experience.
- Proficiency with computer software, including word processing and spreadsheets for data entry/retrieval and file maintenance, required. Proficiency with computerized payroll system, preferred.
- 10-key by touch.
- Typing at 45 wpm NET required.

**PREPARED BY:** Colleen Elliot  
Lynn Starcher

**REVIEWED BY:** \_\_\_\_\_  
Jo Zeimet  
Human Resources Director

**REVISED BY:** Rowlson/Elliot  
12/06