

CITY OF OCALA

REVISED: NEW
PAYGRADE: 47

NONEXEMPT
UNION: N/A

PAYROLL SPECIALIST II

GENERAL STATEMENT OF JOB

This position is a varied and highly responsible technical position with payroll and administrative duties, processing payroll for approximately 1000 employees. This position reports to the Payroll Manager.

ESSENTIAL JOB FUNCTIONS

Payroll Process: Troubleshoots import errors using analytical skills to resolve issues. Utilizes various troubleshooting activities/reports, working with departments to correct, and verifying issues resolved within a strict deadline. Monitors legacy system ensuring rate and position changes process accurately. Processes payroll batch, sending for departmental review, adjusting as needed. Generates checks, GL accounting edits and trial check listings for review. Prints checks, runs direct deposit file, and electronically transfers bank file for verification. Posts GL edits and checks, closing payroll and opening new payroll.

Technical: Computes wages, including various overtime payments based on three separate collective bargaining agreements (CBA's) and a separate City handbook. Provides and monitors IRS levy calculations, child support deductions, garnishment orders and 13-week wage statements for worker's compensation carrier. Computes and processes retro payments, additional premiums, clothing allowances, lump sum and yearly stipend payments. Corrections are reviewed for accuracy and hand calculations are required for flsa and policy compliance.

Terminations: Processes terminating employees, obtaining various information from departments, coordinating adjustments to leave, payouts, deduction withholdings and 401 enrollments. Computes vacation/sick leave/pto payouts based on handbook and CBA's, including processing manual calculations for federal withholding, social security and Medicare. Calculates retirement contribution adjustments for drop employees, departmental transfers or HR errors.

Customer Service: Communicates clearly and courteously to deal with people by phone, in person, and in writing. Assists employees, former and current, and city staff with in-depth records research requests, handling complaints, answering questions, and routing calls. Uses independent judgment to resolve customer complaints. Remains calm in stressful situations.

Reports: Compiles, researches, and prepares various complex payroll reports, which may include: hand calculating payroll data, vendor reports, accounts payable invoicing, travel, wire transfer documents, W-2's, and annual audit assistance. Responsible for various labor distribution reports during the payroll process. Processes, verifies and electronically transfers various benefit and deduction files to outside vendors.

Administrative: Communicates City policies, CBA's, and procedures to City staff, employees, governmental agencies and the general public. Provides assistance on major projects, which may include extensive research. Attends meetings and performs other duties for Payroll Manager as assigned.

Correspondence: Prepares memos, letters, forms, statements, reports, and correspondence on a variety of subjects from simple to complex, highly confidential or technical subject matter. May include various meeting minutes.

Record Keeping: Maintains City wide payroll files, governmental compliance files, garnishments, levies, and child support documentation in compliance with applicable legal requirements. Confidentiality is required.

Supervision: Reviews associate's work products for accuracy during payroll process, making adjustments as necessary. May be required to supervise staff or departmentally loaned employees in manager's absence.

NONESSENTIAL JOB FUNCTIONS

1. Performs other duties as assigned.
2. Participates in cross training.
3. Assists with year-end processes as needed

MINIMUM QUALIFICATIONS

Must have a High School diploma or GED supplemented by advanced courses in business practices and the secretarial field. An associate’s degree or higher in Business Administration or related field is preferred. Must have two years of verifiable payroll processing or payroll accounting experience. Must have a minimum of five years of verifiable administrative/secretarial experience of a progressively responsible and technical nature. Must have three years of verifiable previous work experience dealing with the general public. An equivalent combination of education, experience, and training may be acceptable. Must have strong knowledge of Microsoft computer applications and previous payroll software experience required. Previous governmental/municipal experience preferred. Experience with timekeeping and payroll software is desirable (Kronos, Eden and/or Munis etc.).

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read and understand complex financial/payroll information. Ability to work accurately with a large volume of payroll information. Must be able to handle multiple deadlines, work under pressure, and remain calm in stressful situations. Must have the ability to compile, research, prioritize and analyze data, using critical thinking skills. Must have ability to multi-task while staying organized and adapting in ever changing environment. Must be able to interpret and apply rules, regulations (FLSA, IRS, etc.), policies and CBA’s.

Must be able to work independently and maintain confidential information. Ability to effectually delegate and assign work. Ability to establish and maintain effective working relationships with employees and the public.

Must be skilled in the use of various office equipment and general office skills must be at an advanced level. Must have strong working knowledge of computers with the ability to apply to a variety of applications. Ability to accurately type memos, complex documents, and business letters. Must be knowledgeable in intermediate business English, spelling, and punctuation. Must have knowledge of advanced and business math to perform and process mathematical calculations and maintain complex records. Must have knowledge of established office procedures. Must have strong organizational skills to maintain accurate records and organized files. Ability to communicate clearly and concisely, orally and in writing.

Training/Skills required: advanced math, business math, intermediate business English, typing, data entry, office/clerical, customer service, payroll software, advanced Word, Excel, and Outlook.

LICENSES/CERTIFICATES: A CPP or FPC certification preferred

RESIDENCY REQUIREMENTS: Not applicable

ASSIGNED CITY VEHICLE: Yes _____ No X _____

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job, or technological developments).