



City of Bradenton Job Descriptions

Job Title: Accounting/Payroll Administrator

Date Prepared:	February 24, 2014
Department/Location:	City Clerk & Treasurer / Finance Department
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift.
Supervision Exercised:	None
Supervision Received:	Reports to and receives general direction from the Accounting Manager
General Purpose of the Position:	Working in conjunction with Accounting and Human Resources, responsible for coordination of the payroll function for the City of Bradenton, up to but not including the physical generation of payments to employees. Function as the first and primary payroll information resource for employees and managers. Ensure accuracy in the payment of wages to all employees. Thorough understanding of FLSA wage and hour laws.

Essential Duties and Responsibilities:

- Monitor workflow and productivity of payroll tasks and recommend process improvements where indicated. Implement improvements upon approval from appropriate management.
- Ensure payroll system and processes are in compliance with the City's budget, federal and state regulations, City of Bradenton rules and regulations handbook, union contracts and position control reports. Position requires detailed knowledge of contracts and handbook in order to ensure accurate payroll processing, and in order to answer inquiries from management and staff.
- Maintain current knowledge of legislation affecting payroll functions.
- Update and maintain payroll policies and procedures manual.
- Provide proper training to staff responsible for payroll, including end-user documentation for payroll entry and generation of end-user reports.

- Conduct quarterly meetings with city-wide department payroll personnel to review policies and procedures, answer questions, and address concerns.
- Produce salary projections for annual budget.
- Processing of invoices from employee benefit providers.
- Calculate financial impact of union contract proposals.
- Plus accounting duties as assigned.
- Assist staff with troubleshooting payroll problems by providing input, guidance and expertise.
- Assist employees with payroll entry issues if needed.
- Willingness to work with Munis software support to ensure continuous accuracy of the database, and addition of features not yet used by the city.
- Act as liaison to outside agencies and contacts to coordinate exchange of data when necessary (pension administrators, actuaries, auditors).

Specific Duties and Responsibilities may include:

- Process personnel actions relating to promotions, retirements, pay/classification changes, garnishments, withholdings, benefit premiums, etc.
- Maintain updated records at all times to reflect each employee's position, current rate of pay, accruals, benefits received, etc.
- Configure and maintain payroll system tables including taxes, benefits.
- Perform system validation (through Munis 'train' or 'test') of payroll configuration changes, tax updates, software upgrades, benefit changes.
- Communicate with city departments to review, verify and correct (if needed) timekeeping records prior to generation of payroll. Research and resolve payroll exceptions.
- Maintain and report accurate and timely position control data, including an accounting for all vacant and budgeted positions.
- Generate forms, checklists or other documentation as needed to be used to verify payroll.
- Conduct periodic reporting audits including overtime, accruals, and comp time.
- Reconciliation of insurance invoices.
- Monitor part-time hours to maintain compliance with new health insurance regulations.
- Perform appropriate archival of information in conjunction with payroll records management, including scanning of information and attachment to employee records if appropriate.
- Work in conjunction with the city's Records Manager and Human Resources Department to respond to payroll-related public record requests.
- Generate presentations, reports and staffing summaries to be included within budget documents, presentations to elected officials and department heads, etc.
- Annual tasks associated with the creation of salary projections for city budget preparation.
- Assist Accounting and/or Human Resources with special projects, excess workload, etc. as may be required.
- Other duties as assigned.

Skills Required:

- Acute attention to detail and organization with the ability to process and monitor multiple priorities under established time frames.
- Ability to meet deadlines and follow up on assignments with a minimum of direction.

- Ability to obtain a detailed working knowledge of the Munis payroll system including both front-end and back-end setup, system reporting, and salary projections.
- Ability to communicate effectively both verbally and in writing, including presenting information, providing training to individuals and/or groups, and responding to inquiries.
- Ability to understand and maintain a proper level of confidentiality, especially in regard to employee payroll information.
- Ability to maintain complex employee data records and prepare reports from such records.

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office equipment is required.

Computer Equipment and Software Requirements: Proficiency in computer software and the ability to adapt to the city’s Munis system, document management software, or to other software programs with ease. Experience with Microsoft Office applications required.

Education and Experience Required: Bachelor’s Degree with course work in accounting or business management principles supplemented by three (3) years of experience in payroll administration; equivalent experience including American Payroll Association certification will be considered in lieu of degree.

Environmental Conditions: Indoors in an office environment.

Pay Grade: 118 **Salary Range:** Minimum \$19.48/hour Maximum \$29.22/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Approved:

Department Director _____ **Date** _____

Approved as to Form:

Human Resource Manager _____ **Date** _____

*Updated April 2014

**Updated November 2015

***Updated May 2016

***Updated February 2017

***Updated June 2017