**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: March 08, 2019**

**Vacancy No: 036-19**

**Position Title: Payroll Specialist**

**Division / Section: Management Services/ Finance**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm**

**Salary Range: $19.7383 - $22.1069 Per Hour DOE**

**Closing Date: March 29, 2019**

Actively supports and upholds the City’s stated mission and values. Under direct supervision of a Manager or Director in Management Services, employees of this classification perform day-to-day operations associated with fiscal and monetary functions. This position demands a high degree of accountability, accuracy, attention to detail, and inter-departmental cooperation and communication.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities which impact the City budget planning, projections, tracking, and reporting.
* Strategic Planning: This job has partial responsibility for strategic planning at the program level including developing long and short-term goals including those based on analysis of the annual survey and/or on a variety of source documents.
* Policies/Procedures: This job has partial responsibility for policies and procedures at the program level such as developing and implementing procedures; and interpreting and disseminating City policy, procedures, and laws to employees such as those regarding payroll.
* Compliance: This job has partial responsibility for compliance at the program level including ensuring all data entered is in compliance with City policy, procedures, and applicable laws.
* Council Communications: This job does not have direct Council Communication; however, it carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job has partial responsibility for reporting at the program level including preparing and overseeing preparation of reports, ensuring accuracy, and submitting reports to appropriate agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Prepares reconciliations of general ledger accounts, reports, and payments to reporting agencies.
* Creates and enters journal entries routinely and as assigned.
* Prepare and/or verifies accurate and complete financial reports from accounting data.
* Prepares and enters requisitions and invoices for finance to generate payments.
* Manages special projects as assigned.
* Plans, organizes, secures resources, and implements projects.
* Maintains and updates website and portals for multiple areas.
* Works with auditors by providing reports, answering questions, and resolving problems.
* Oversees filing and general record keeping along with public records requests.
* Cross trains and performs functions in one of more of the focus areas listed below.
* Ensures employees’ time entered complies with City policy, procedures, and payroll law and preparing payroll checks.
* Collects time sheets, reviews for compliance, and oversees and ensures necessary corrections.
* Processes payments for direct deposits, pay cards and checks.
* Receives, reviews, corrects, and enters PAFs into payroll system.
* Remains informed of payroll laws and City policies and procedures in order to provide current and accurate information.
* Researches payroll laws.
* Attends trainings and/or workshops.
* Provides employees with accurate information.
* Determines, prepares, and conducts payroll-related training for employees.
* Calculates information for wage garnishment forms.
* Creates, maintains, and updates payroll related forms.
* Conducts exit interviews with employees.
* Calculates final paychecks and answers questions.
* Issues check reprints upon employee request or after review of semi-annual check reconciliation report.
* Completes multiple reconciliations with minimal supervision.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D.
* One year of college-level course work.
* Two years of payroll experience.
* Three years of computer experience including Microsoft Office products.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Two years of experience in governmental accounting or record keeping utilizing computerized accounting systems including, but not limited to Superion Products.
* A.A. degree or higher in Business Administration or a related field.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, correspondence, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.
* Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Knowledge of generally accepted accounting and/or auditing principles and practices.
* Ability to maintain a high degree of attention to detail and accuracy.
* Ability to interpret federal, state and local regulations as they apply to procedures and policies.
* Ability to keyboard and operate a 10-key calculator at an acceptable rate of speed.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is regularly required to sit and talk or hear; frequently required to use hands and fingers to feel; and occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
* The employee must regularly lift and/or move up to 10 pounds and occasionally life and/or move up to 25 pounds.
* Vision requirements for this position include close vision.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

* Range 8, B-2-4, FLSA non-exempt.

**PRE-EMPLOYMENT REQUIREMENTS**

* There are no pre-employment physical requirements for this position.
* There are no pre-employment testing requirements for this position.
* There are no pre-employment vaccination requirements for this position.

**TO APPLY ONLINE**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**