

# Payroll Specialist (Open Positions: 1)

Closes On: July 28, 2022 at 05:00 PM PST

**Location:** Finance, Apache Junction, AZ

**Department:** Finance

**Job Status:** Full-Time

**Shift:** 7:00 AM - 6:00 PM

**Days Worked:** Mon., Tue., Wed., Thu.

**Rate of Pay:** \$41,412 - \$43,492

**Position Type:** External

**Details:** Position is open until filled with a first review July 14, 2022.

Link to apply: [Apply Here](#)

## Job Description

This position performs automated, technical and manual accounting-related duties for the general ledger, taxes in the processing and coordination of the payroll function. Will utilize financial record keeping and accounting principles to coordinate all aspects of the payroll function including data entry, verification, processing, and validation and reporting. In coordination with the Information Technology department (IT) participates in, updates and conversions of the payroll system.

## Job Responsibilities

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Perform payroll function, including validation of time accounting submissions; prepare and process payroll and manual checks; review payroll run and prepare reports.

Researches and remains current on federal and state payroll tax changes, retirement benefits and other applicable laws and regulations affecting payroll administration; recommends policy, procedural and process changes to Finance and Human Resources Directors; prepares payroll, payroll-related reports as requested for departments or outside agencies.

Prepares quarterly and annual tax reports; reconciles annual reports for W-2 processing; reviews W-2's for accuracy and adherence to federal and state guidelines; processes tax levies, child support orders, and garnishments; and verifies applicable tax withholding liabilities for City employees including federal, FICA, and state taxes and retirement.

Performs payroll system administration including software updates and updates to add new earnings codes, cost centers, etc.

Coordinates with Finance, Human Resources and IT to educate employees on payroll related issues to include payroll questions and changes in payroll processes; answers employee questions about paychecks, deductions, etc.; and creates new payroll processes and recommends procedures as necessary;

Maintain payroll data used for auditing and budgeting. Assist with preparation of schedules and documents.

Reconcile general ledger accounts and monthly employee benefits invoices, including health, dental, life and others.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

#### **Other Information/License, Certifications, Etc**

The results of this recruitment may be used to fill one (1) vacancy in the Finance Department and other vacancies that may occur during the life of the eligible list.

## Knowledge, Skills and Abilities

### **Knowledge and Skills - Demonstrated Knowledge of:**

Basic principles and procedures of payroll and accounting, bookkeeping, and recordkeeping; knowledge of complex mathematic principles and modern office procedures, managing files and records methods and equipment, including working with automated databases.

Payroll systems and software, computerized financial systems, spreadsheet and word processing software.

Maintaining a complex payroll database and related files; perform data entry and keyboarding at a speed necessary for successful job performance and to perform varied clerical work.

Work effectively with on-line systems and computerized reports and databases and to develop new payroll processes and procedures, to accurately count, record, and balance assigned transactions; to understand and carry out oral and written instructions, communicate clearly both orally and in writing, and to establish and maintain cooperative working relationships with those contacted in the course of work.

Research, understand, interpret, and communicate the principles, rules, regulations, and procedures involved in payroll administration and to work independently in the absence of supervision.

Maintain confidentiality of employee records.

### **Skill in:**

Managing time and assigned projects. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Reviewing, analyzing, and reconciling a variety of financial records and reports.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software, financial software; standard office equipment; proficient typing, data entry, and 10-key touch.

Assessing and prioritizing multiple tasks and demands.

### **Minimum Qualifications**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's Degree and one (1) year paid fulltime automated payroll experience to include calculating wage assignments, reconciling payroll data, calculating and remitting all applicable withholding liabilities, or year-end payroll processing; OR an equivalent combination of education and experience..

### **Physical Demands and Working Environment**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some evening and weekend work may be required.