



Career Service Authority  
Senior Payroll Associate

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### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data.

### DISTINGUISHING CHARACTERISTICS

The Senior Payroll Associate is distinguished from the *Payroll Associate*, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Senior Payroll Associate is also distinguished from the *Lead Payroll Associate*, which performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city. The Senior Payroll Associate is distinguished from the *Payroll Accountant*, which performs full-performance level, professional work preparing and completing all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies; and reconciling various payroll benefits to the general ledger. Finally, the Senior Payroll Associate is distinguished from the *Payroll Supervisor*, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Reviews, audits, and approves employee time reports and payroll data in accordance with internal payroll rules and federal, state, and local regulations.

Processes status changes, tax changes, deductions, direct deposits, retroactive adjustments and special pay (i.e. garnishments, deferred compensation, W-4, and direct deposit requests) to payroll system.

Oversees and monitors various payroll adjustments (i.e. shortages, manual computation of gross and net pay, vacation pay, garnishments, and bonuses); processes reversals as needed and ensures reversals are correct.

Balances and reconciles employee time reporting and payroll accounting records with a variety of agency, city, and other processing requirements.

Consults with employees and/or supervisors to explain and interpret payroll (including garnishments) and human resources rules, regulations, policies and procedures.

Troubleshoots and resolves complex or unusual payroll problems, which involves analyzing problems with time and attendance and payroll data and making corrections.

Prepares periodic payroll-related analysis, statements, and projections as needed.

Oversees and provides instruction and training regarding assigned duties to lower classified payroll staff; may provide input on performance and assist with resolving informal grievances.

By position, assists with the preparation and completion of all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies, and reconciling various payroll and benefits to the general ledger.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Technical Competence** – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Integrity/Honesty** – Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

**Flexibility** – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Oral Communications** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Problem Solving** – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

**Decision Making** – Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

**Self Management** – Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

By position, knowledge of payroll and garnishment rules and regulations sufficient enough to administer and process garnishments.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

### ***Working Environment:***

Subject to many interruptions.

Pressure due to multiple calls, inquiries and various deadlines.

### ***Education Requirement:***

Bachelor Degree in Accounting, Finance, Business Administration, Public Administration, or a directly related field.

### ***Experience Requirement:***

One year of experience implementing and administering payroll regulations and policies.

### ***Education/Experience Equivalency:***

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

***Licensure and/or Certification:***

By position, requires a valid driver's license.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 11/23/2008

***ESTABLISHED BY:*** Melissa Palmer

***REVISED DATE:***

***REVISED BY:***

***CLASS HISTORY:*** This is a new class.