

## **Senior Payroll Specialist**

### **Purpose Statement**

The job of Senior Payroll Specialist is done for the purpose/s of processing all phases of payroll; tracking and reporting employee leave; responding to payroll and related problems in conformance with mandated requirements; maintaining confidential employee records; training of the payroll specialists; and assisting the Payroll Manager in the functioning of the department.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Payroll Manager

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### **Essential Functions**

- Assists Payroll Manager for the purpose of ensuring that payroll processes are fulfilled.
- Compiles payroll information (e.g. time cards, requests for voluntary deductions and direct deposits, employee leave, garnishments, etc.) for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents for the purpose of providing documents in a timely manner.
- Maintains and processes a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service trainings, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, regulatory, and/or administrative requirements.
- Processes payroll related data (e.g. time sheets, withholding information, benefit changes, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, retirement benefits, etc.) for the purpose of ensuring accuracy and adherence to procedures.
- Resolves discrepancies with payroll and/or benefit information and/or documentation for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established procedures or guidelines.
- Trains Payroll Specialists for the purpose of ensuring that the knowledge and responsibilities of the Payroll Department continue uninterrupted.

### **Other Functions**

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups, meeting deadlines and schedules, working as part of a team, maintaining confidentiality, and have the ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget.

Utilization of some resources from other work units is often required to perform the job's functions.

There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

1/30/2019

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