



Payroll Coordinator

Department: Finance

SUMMARY: Performs automated, technical, and manual accounting-related duties for the general ledger and taxes in the processing of the payroll function. Utilizes financial record keeping and basic accounting principles to coordinate the payroll function including data entry, verification, processing and validation and reporting. Performs a variety of clerical/accounting support duties in support of the departments finance functions.

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

Stay current on federal and state payroll tax changes, retirement benefits and other applicable laws and regulations related to payroll administration; maintain up to date documents used for budgeting and auditing.

Prepare payroll-related reports as requested for Human Resources and other City departments or outside agencies.

Prepare quarterly and annual tax reports; reconciles annual reports for W-2 processing; review W-2's for accuracy and adherence to federal and state guidelines; other related IRS reports; process tax levies, child support orders, and garnishments; verify applicable tax withholding liabilities for City employees including federal and state taxes and retirement.

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.

Perform payroll system administration and educate employees on payroll related issues.

Develop, recommend, implement and evaluate payroll processes.

Performs clerical, accounting, and office support duties.

Answer telephone or email correspondences; pick up, sort and distribute mail to members of the Finance department.

May recommend, implement and evaluate payroll processes. May recommend policy, procedural and process changes to the Finance Director.

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.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines.

General accounting, payroll and bookkeeping principles, policies, procedures and methods.

Federal and State payroll and tax laws, IRS regulations, retirement, unemployment and labor requirements and benefits.

Research and analysis methods and techniques.

Principles and practices of accounting, bookkeeping and budget preparation.

Skill in:

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

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

Assessing and prioritizing multiple tasks and demands.

Creating financial reports and accurate data entry.

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 or equivalent credit hours, and two (2) years paid full time automated payroll experience to include calculating wage assignments, reconciling payroll data, calculating and remitting all applicable withholding liabilities, or year-end payroll processing.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

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.

Adopted: Jan, 2008;

Formerly: Payroll Clerk

Revised: Feb, 2008; Nov, 2014; Dec. 2015; Sept. 2019