ASHEVILLE, NORTH CAROLINA

Classification Specification

Payroll Specialist
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to process payroll for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes and prepares employee paychecks for distribution: enters and/or reviews hours, pay codes, salary information, payroll deductions, and other data; completes calculations for deductions, tax payments retro pay, reimbursements, benefit corrections, etc.; completes special payments, contributions, and withholdings; runs variance analysis and deduction reports; creates bank files; updates General Ledger with debits and credits; verifies accuracy against system data; generates paychecks and direct deposit stubs; makes corrections as needed; and coordinates pick up with department payroll representative.

Processes mandatory payroll deductions: receives court mandated orders and other documentation to process child support, tax levy, bankruptcy, student loans, and other garnishments: creates, maintains, and reconciles deduction files and spreadsheets; processes payments to vendors; prepares and delivers garnishment answers to Courts; and provides information regarding mandatory payroll deduction, payment history reports, etc. to employees as requested.

Maintains computerized payroll database: ensures the security, integrity, and confidentiality of employee payroll records in accordance with City policies and state and federal regulations; processes new employee documentation, changes in pay or status, terminations, or other personnel actions and updates database accordingly; and verifies accuracy and completeness of information entered and/or changed.

Conducts research to resolve discrepancies or answer questions pertaining to payroll: researches payroll database and other material as necessary; educates City staff regarding payroll policies and procedures; and provides recommendations for resolution to and assists management and supervisors with technical and administrative issues.

Prepares and submits required reports: ensures compliance with local, state and federal payroll and tax regulations; reviews, transmits, prepares, submits and reconciles employee and retiree wages and tax data, unemployment, garnishment and deduction files, Social Security wage statements, and other required reports; assembles, answers, and prepares materials for Internal Revenue Service filings; prepares year-end payroll processing for W2 and 1099's, quarterly tax and wage statements, and related reports; calculates and prepares corrected wage statements, as needed; compiles summaries of earnings, taxes, deductions, and nontaxable wages; assists in creating related queries and reports.

Identifies system, human, and other errors that lead to incorrect employee pay: reviews personnel action forms, General ledger accounts, vendor payments, withholdings, retirement accounts, etc.; and makes corrections, as necessary.

Communicates with supervisor, other City employees, banks, vendors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, personnel action forms, garnishments, time sheets, direct deposit forms, tax forms, checks, variance reports, tax sheets, vendor paychecks and reports, bank files and forms, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Accounting, Business, or a related field required; supplemented by two years of experience in payroll processing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary

to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.