



# City of Tempe

## PAYROLL SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	173	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$49,526
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$66,860
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Paraprofessionals

### DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Payroll Specialist series. This classification is distinguished from the Sr. Payroll Specialist by the performance of the more routine payroll duties.

### REPORTING RELATIONSHIPS

Receives general supervision from the Payroll Supervisor or other managerial staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years' experience in payroll.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of technical and professional duties involved in the processing of the City's payroll and provide critical assistance to the Payroll Supervisor for the City's payroll process.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide critical assistance to the Payroll Supervisor in order to process Citywide payroll and manual payroll checks.
- Review payroll runs, analyze error reports and make adjustments to resolve problems; process, review and correct retroactive payments and deductions.
- Review timesheets from all City departments to ensure accuracy, completeness, authorization; reconcile timesheets to payroll system reports.
- Audit leave time to ensure adherence to the City's leave policy.
- Reconcile all payroll liabilities to general ledger and prepare adjusting journal entries.
- Administer the tuition reimbursement program in accordance to policy and coordinate the payment of tuition reimbursement.
- Calculate wage assignments including garnishments, child support deductions, tax levies etc.; answer City staff inquiries regarding wage assignment issues.
- Process termination checks in compliance with various governmental guidelines and pension plans.
- Set up employee direct deposit and monitor employee direct deposit entry in HRMS PeopleSoft self-service.
- Monitor unclaimed payroll checks.
- Maintain a working knowledge of the City's payroll system and payroll related system setup.
- Assist in research and remain current on federal and state payroll tax law changes, retirement, benefits, wage assignments and other applicable laws and regulations affecting payroll.
- Perform complex Public Safety Retirement earnings calculations for potential retirement and DROP.
- Print and ready paychecks for mailing.
- Advise City staff and the general public regarding issues/questions relative to payroll processing and paycheck inquiries including adherence to City policy relative to earnings and deductions.
- Participate in PFP and market study process as related to payroll.
- Assist with applying and monitoring MOU / bargaining agreements applicable to payroll.
- Participate in Citywide payroll training, and assist with the development of training materials/resources. Trains new payroll timekeepers.
- Primary back up for Payroll Supervisor; process entire payroll on a rotating basis, ability to process payroll in supervisor's absence including paycheck issuance, remittance of withholding liabilities to federal government and other outside agencies; assist in preparing quarterly and annual tax reports.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time.

- Operate computers, calculators and other office machines.
- Extensive reading and close vision work.
- May require working extended hours.
- May work alone for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective July 2003*  
*Revised Nov. 2007 (range adj, duty change, change to exempt)*  
*Revised April 2017 (flex classification, title change)*