



Job Code: 0069  
FLSA: NE  
Unit: CONF  
Revised:

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## **PAYROLL COORDINATOR**

### **DEFINITION**

This confidential position performs paraprofessional payroll and accounting work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the Accounting Manager. Exercises no routine supervisory responsibility, but may direct the activities of Accounting Assistants on an occasional basis.

### **TYPICAL DUTIES**

1. Responsible for the preparation and processing of the City's payroll.
2. Assures compliance with City, State and Federal requirements.
3. Maintains and prepares payroll-related records and reports to assist with various management-based projects.
4. Prepares payroll journal entries.
5. Answers payroll-related questions from employees.
6. Prepares a variety of financial reports for multi-departmental use.
7. Maintains records of employee benefits to include vacation, sick leave, etc.
8. Assist with the administration of the City's compensation plans.
9. Work with the Department of Human Resources on a routine operational basis to carry out various confidential personnel transactions; such as salaries, benefits, promotions, reclassifications, demotions, suspensions, terminations and other related matters.
10. Prepare quarterly, annual and W-2 tax reporting statements; process retirement plan contributions.
11. Research and resolve discrepancies or problems with a variety of vendors and governmental agencies, implement provisions and associated changes in employee bargaining agreements on the payroll system; coordinate with outside vendors, plan sponsors and governmental agencies.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Payroll-related laws and regulations.
2. Accounting principles and procedures.
3. Methods and practices of payroll processing
4. Financial mathematics and statistics.
5. Methods and practices of financial record-keeping and report preparation.

**Skill and ability to:**

1. Organize, prioritize and coordinate work activities in a confidential manner.
2. Read, interpret and apply rules, policies and procedures.
3. Maintain detailed and accurate payroll records.
4. Provide accurate paychecks to employees and generate related reports.
5. Establish and maintain effective working relationships with city staff, public agencies, the business community and the general public.
6. Operate standard office equipment including desktop computers.
7. Develop and maintain effective working relationships with others and work with limited supervision.

**Education:**

Education equivalent to graduation from high school. Additional coursework or technical training in accounting is desirable.

**Experience:**

Three years of increasingly responsible accounting work with an emphasis in payroll processing.