CITY OF HELENA

Position Title: Payroll Specialist **Department: Human Resources**
Position #: 13410 **Grade: 136**
EEO Category: (06) Admin Support **FLSA: Non-exempt**
EEO Function: (01) Financial Admin **Work Comp Code: 8810**

DEFINITION
Under general direction, performs a variety of confidential and complex technical and accounting/payroll duties. This position is the primary contact for all payroll related functions within the City of Helena. Under general supervision, perform a variety of clerical and technical support duties for the Human Resources office.

SUPERVISION RECEIVED
Under general supervision of the Human Resources Director.

SUPERVISION EXERCISED
Monitors various staff involved in remote input of payroll data.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Prepare bi-weekly payroll for 300+ regular employees increasing with seasonal employees to include: manage payroll process, analyze basic error reports and make adjustments to resolve problems.

Maintain and update payroll system applications. Train Department Users for payroll entry and review input for accuracy. Ensure system security is correct. Audit department payroll records and documentation to ensure reported time and pay is correct and in accordance with applicable State and Federal laws, Personnel Policy, various Union contracts, and FLSA. Ensure special deductions are taken correctly from employee paychecks in accordance with State and Federal laws; answer employee questions and resolve problems and discrepancies. Notifies Finance Office of payroll transmittals and transmits direct deposit to bank.

Review master files and payroll related information. Maintain and update employee master files and records including payroll related information; Review and verify personnel action forms including changes, new hires, terminations, transfers, and salary adjustments; remove documentation from personnel files in accordance with appropriate, applicable sections of the City Personnel Handbook.

Prepare complex payroll reports and analysis as assigned.

Review retro-pay for salary adjustments, grade/step increases, and COLA’s for union and matrix employees. Calculate any retro-pay for salary adjustments, grade/step increases, and COLA's for union and matrix employees; process for payment.

Perform closing duties for the various payroll periods including bi-weekly, monthly, quarterly, and yearly; W2’s and annual reports and reconcile appropriate general ledger with payroll records.

Collect, compile, calculate, input, retrieve, and distribute a variety of financial and statistical information using a computer terminal; prepare a variety of financial and statistical reports for State and Federal agencies; prepare W-2's and annual reports for transmittal to various agencies and employees.

Review and track vacation leave for excess leave earnings; prepare memos to department heads notifying the employee of the need to take the earned leave.

Prepare forms for withdrawal of retirement contributions; calculate, process, and prepare payment on leave earnings; in the absence of the Risk/Benefits Manager may assist in conducting exit interviews for retiring or terminating employees.

Calculate, process, and prepare certification of eligibility for longevity and ensure that payment is correctly paid.

Important & Essential Duties cont.:

Ensures accurate input and deductions for changes and additions to insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Assists in the annual audit; provide necessary information to auditors as needed.

Advise Budget & Studies Mgr of technical functions that may impact the budget including longevity, step and/or grade increases, termination and final pay amounts, and increases or decreases in employer costs for retirement, worker's compensation, social security and Medicare taxes, and unemployment insurance. Ensure all union contract changes are incorporated correctly in the budget and any new or reclassified positions are updated.

Maintain a Payroll Manual and updates as necessary.

Establish, file, cross index, and maintain employee and department records and files; maintain follow-up files of matters in progress and deadlines; expedite the completion of files in the human resources and other assigned areas. Primary for all personnel filing, ensures documents are in correct files, proper signatures are on documents before filing, etc.

Acts as a back up to the HR Specialist to assist departments with recruitment and selection of vacant positions; may prepare recruitment announcements and ads; enters new positions on City Web page and on-line with Job Service; screens applications for minimum requirements; reviews departmental screening; assist selection committee in design or review of interview questions; serves as a selection chairperson; conducts reference checks and driver's license searches; informs job applicants of acceptance or rejection of employment.

Schedule various city-wide training and enter training data into HRIS system.

Enter data into HRIS system and various tracking spreadsheets including fire and police testing, performance appraisal tracking, safety information, and other projects as assigned.

Prepare a variety of studies, reports and related information for decision-making purposes.

Assist in the preparation of the department budget.

Participate and assist in the administration of the Human Resource Director's office; assists with the organization and management of activities associated with the office; recommend and implement improvements in work flow, procedures, and use of equipment and forms.

Assist in a variety of administrative and technical duties; independently responds to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Interpret regulations, policies, and procedures; analyze situations and make appropriate decisions involving independent judgment.

Act as a backup for answering employees', dependents', retirees', and providers' questions and resolve problems regarding the requirement and provisions of benefit programs or insurance claim issues; advises employees, retirees, and dependents regarding benefit programs.

Act as a backup to maintain and order office supplies.

Acts as a backup in the absence of the Risk/Benefit Manager to provide orientations to new employees; informs new employee of job duties and responsibilities, compensation and benefits, work schedules and working conditions, city and/or union policies, promotional opportunities, and other related information.

Assist in the planning, revision and maintenance of the Personnel Policy Handbook; recommend appropriate changes as they relate to programs, policies or procedures to improve efficiency and cost effectiveness or to remain in compliance of local, State and Federal laws; collect, analyze, and compile material for review and analysis.

Assist in contract negotiations; participate in labor negotiating teams; provide meaningful analysis of wage and benefit proposals.

Assist the Human Resources Director in administering written and physical ability testing as needed including annual testing of entry police and fire candidates.

OTHER JOB RELATED DUTIES

Other duties as assigned

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally accepted accounting and bookkeeping principles and practices, their application to payroll and the analysis and reporting of financial data

Principles and practices of office management, payroll administration, record keeping and reporting; Federal and state laws, legal code, precedents, government regulations, and agency rules as they apply to payroll processing and personnel.

Principles and procedures for personnel information systems; compensation and benefits; personnel recruitment, selection and training; and labor relations and negotiations.

Administrative and clerical procedures and systems such as basic computer hardware, various office software, file management, form design, and other office procedures and terminology.

Principles and processes for providing customer and personal services. This includes customer needs assessment and meeting quality standards for service

Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, business letter writing and report preparation

Skill to:

Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs

Type and enter data at a speed necessary for successful job performance

Understand the implications of new information for both current and future problem-solving and decision-making

Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; talk to others to convey information effectively

Ability to:

Be flexible in managing multiple tasks simultaneously, set priorities and develop an action to accomplish them

Shift back and forth between two or more activities or sources of information

Communicate information and ideas in writing and speaking so others will understand

Understand, interpret and follow oral and/or written policies, procedures, and instructions

Apply general rules to specific problems to produce answers that make sense

Combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events)

Maintain a high degree of functional ability with the payroll accounting software

Ability to cont.:
Work well with a diverse employee population

Maintain confidential information in a discretionary manner

Prioritize work with little direction

Learn, correctly interpret and stay current with policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines

Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Quickly learn and implement new software programs

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:
Three to five years of increasingly responsible complex payroll, technical and administrative personnel experience with a large employer. Experience in a governmental agency payroll is highly desirable.

Proficient with Microsoft Word, Powerpoint and Excel.

Demonstrated knowledge in complex, computerized payroll accounting systems.

Training:
Equivalent to the completion of the twelfth grade supplemented by specialized college course work in human resources, accounting, health insurance or cafeteria plans, business administration, or a related field.

License or Certificate:
Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one**)**

Employee's Signature:_____ Date:_____

Updated: April 2012