

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Payroll Coordinator	<b>BAND/LEVEL:</b>	Tech III
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	4820
<b>DIVISION:</b>	Payroll, HRIS & Administration	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Manager, Payroll, HRIS & Administration	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 192

**REPLACES:** Payroll Coordinator

**DATE:** 4/07

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### **JOB SUMMARY STATEMENT:**

Coordinates all activities necessary for the preparation of the City's bi-weekly payroll. Inputs, reviews, and produces data necessary to complete all payrolls. Reviews output for accuracy and merging with general ledger. Administers timekeeping records as well as all leave records. Prepares state and federal tax reports including payment and/or deposit of all related taxes and employer payroll costs. Maintains confidential payroll records.

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### **DUTIES AND RESPONSIBILITIES:**

1. Ensures all aspects of payroll processing are completed in a timely manner. Trains and guides payroll personnel in all activities related to payroll processing including timekeeping, paid leave activities, tax reporting, garnishments, bonus payments, payroll records, etc. Computes wages and overtime payments. Audits automated timesheets for FLSA compliance. Checks timesheets for incorrect input of hours and corrects errors to timesheets and automated master file. Highlights vacation, sick leave, personal days, funeral/emergency, and any other leave used. Verifies leave is used in accordance with City policies and regulations. Performs random audits of system computations of wage and differential pay. Checks work for compliance with state and federal regulations and computerized payroll system output.
2. Prepares state and federal tax reports by extracting the data and information from the payroll system. Pays taxes and records wages per scheduled deadlines.
3. Acts as the backup for all HRIS/payroll specialist responsibilities except report writing and system programming.
4. Assists in creation and maintenance of payroll related standard operating procedures and policies. Responsible for conducting research on payroll related topics and making recommendations. Prepares special management reports by researching regulations, system operations and output.
5. Assists all employees with payroll-related questions by researching data and responding in a timely and professional manner.
6. Assists and provides technical system maintenance and development for existing on-line payroll system. Notifies HRIS/payroll specialist of new regulations and benefit enhancements which require system changes.
7. Prepares various payroll-related reports for state and federal agencies.
8. Prepares monthly expense analyses of the department's budget. Researches the expenditure of funds and performs other expense analysis as directed.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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**Cost Center:** 192  
**Date:** 3/25/12  
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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent. Associate's Degree in Accounting and certification as Certified Payroll Professional preferred.

### **EXPERIENCE:**

Five years working knowledge of complex automated payroll systems (with preference for experience in using PeopleSoft applications) and accounting and record keeping experience. Two years experience with State & Federal Tax Reporting procedures preferred.

### **SKILLS:**

1. Human relations/interpersonal skills
2. Must have a working knowledge of windows-based word-processing, spreadsheet and HRIS software applications.
3. Time management skills
4. Attention to detail
5. Typing skills.
6. Good oral and written communication skills.
7. Analytical skills.
8. Basic math and accounting skills.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend complex state and federal regulations.
2. Ability to understand technical on-line payroll systems.
3. Ability to understand accounting and payroll concepts.
4. Ability to recognize and protect confidential information.
5. Ability to prioritize multiple tasks
6. Ability to interpret city policies and use discretion in extending access to information.
7. Ability to meet deadline
8. Diplomacy and judgment
9. Ability to carry out assignments through oral and written instructions
10. Ability to work independently
11. Ability to work in hectic environment with many interruptions
12. Ability to learn and understand PC software applications
13. Ability to analyze and recommend possible solutions

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Ability to sit at computer terminal for extended period to time.
3. Hand and eye coordination adequate to input data into computer and operate adding machine, typewriter and calculator.

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**