

CITY OF BEAVERTON

Payroll Administrator

General Summary

This position is responsible for producing timely and accurate processing of City wide payroll including; issuing checks and deposit advice forms; paying and reconciling taxes; monitoring and making adjustments of employees leave balances; assist in developing negotiation strategies and determine impact upon the payroll system; implementing bargaining unit contracts; process and filing W-2's; monitoring federal, state and local laws and legislation for compliance; monitor, reconcile and prepare payments for all employee fringe benefits and deductions; verify general ledger payroll data prior to the GL upload, authorize ISD to upload payroll transaction and reconcile general ledger after upload.

Key Distinguishing Duties

Overall responsibility for processing the bi-weekly payroll.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Apply thorough knowledge of automated payroll system, and all system screens, in preparing bi-weekly payroll for all employees. Assist with payroll system application changes and upgrades. Review and test system changes and upgrades and communicate payroll issues to third party vendor.
2. Participate in the formulation of collective bargaining positions and assist in developing union negotiation strategies for collective bargaining. Determine impact of proposed and negotiated changes upon the payroll system. Review and test negotiated payroll changes.
3. Verify general ledger payroll data prior to the GL upload, authorize ISD to upload payroll transaction and reconcile general ledger after upload. Prepare payroll journal entries and reconcile general ledger accounts.
4. Verify timesheets, check available leave balances, verify compliance of leave usage to union contracts and employee handbook.
5. Prepare bi-weekly changes to employee records in payroll system, verifying accuracy and completeness. This includes setting up new employee data, making changes to existing data in the payroll system, reviewing HR paperwork, researching discrepancies, responding to garnishment orders, reviewing insurance and voluntary deduction orders and recording data in the payroll system as required.

6. Process and remit garnishments, federal and state liens on wages and Support Orders. Upload payroll pos-pay and submit ACH files to financial institution
7. Apply knowledge of various insurance eligibility rules, as well as all bargaining unit benefits provisions and required employee qualifications. Prepare and reconcile fringe benefits following bi-weekly payroll process. Remit fringe benefit payments, providing changes in employee information; remit payments of all voluntary employee deductions; remit monthly union payments, e.g., dues, fair share.
8. Administers and reconciles system-generated reports to the remittance; payroll to payroll cycle reporting of all demographics and wage and service records to the PERS EDX system (bi-weekly and annually). Reconcile the ACH payment process for PERS/OPSRP to ensure timely and accurate remittance to PERS.
9. Track on-call, temporary and part-time employees' hours to determine when their positions qualify for PERS. Follow up on new hires and research history with PERS.
10. Prepare quarterly tax returns and maintains year to date balances. Prepare and reconcile W-2's for year end. Submit W-2 file to Social Security by specified deadline. Distribute W-2's to employees by January 31st deadline.
11. File quarterly and annual tax returns. Prepare, file, and remit payments for monthly, quarterly and annual returns e.g., taxes, worker's comp, unemployment, and Tri-met.
12. Provide support to other departments with payroll related issues. Provide other departments with reports in either SQL and or Discoverer. Responds to representatives from other agencies on payroll issues.
13. Assist in providing reasonable assurance that the City' assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.
14. Participate in department/division/section operational processes including procedure development and implementation.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
17. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
18. Participate in the City Emergency management program including classes, training sessions and emergency events.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
20. Follow standards as outlined in the Employee Handbook.

21. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- Advanced knowledge of the application of bookkeeping and accounting principles and practices.
- Advance knowledge of state and federal laws, policies and procedures regarding payroll processing.
- Working knowledge of public purchasing and contracting laws.
- Basic knowledge of practices, principles, laws and regulations related to municipal finance.
- Basic knowledge of laws and regulations related to municipal financial functions.
- Basic knowledge of practices and principles of public/business administration.
- Working knowledge of basic arithmetic and mathematics principles.
- Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- Strong ability to analyze and interpret accounting data and develop recommendations to improve routines and procedures in area of assignment.
- Strong ability to compile and prepare periodic detailed accounting reports.
- Ability to participate on a team focused on producing high quality results.
- Ability to establish and maintain effective working relationships with employees, other agencies, public officials and the general public.
- Strong ability to apply excellent internal and external customer service skills.
- Strong ability to communicate effectively both orally and in writing with diverse customers, employees, other agencies, public officials and the general public. Ability to make presentations.
- Advanced ability to use a keyboard, and word processing and spreadsheet programs or other application software as required for position.
- Advanced ability to use general office equipment including typewriter, adding machine and copier.
- Strong ability to maintain accurate accounting records and reports

Minimum Qualifications Required for Entry

Associate degree in accounting, business or a related field and three (3) or more years of progressive accounting experience, with a least one (1) year in municipal government, or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

Some positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; occasional work outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Created: May 2007

Revised: 1/1/09

Status: M3

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date