



PAYROLL AIDE

Occupational Code: 1112

Salary Range: 20A

Status: Classified

FLSA: Non-exempt

Established: 1/00

Revised: 3/06 10/06 (ADA)

NATURE OF WORK:

This is responsible specialized work compiling, recording, and maintaining payroll and/or time and attendance records, preparing payroll reports, and performing all payroll-related duties.

Work involves performing payroll and financial record keeping duties, and applying basic bookkeeping principles and practices to process payroll and to maintain financial records without immediate supervision, but within the limits of an established accounting system. Employees in this class will provide necessary technical support to all City departments involved in a variety of payroll-related duties. Employees in this class prepare and process departmental payroll and personnel work and perform skilled clerical accounting tasks. This class is distinguished from the Account Clerk class by having primary responsibility for handling payroll duties, preparing and maintaining payroll-related financial records with independent judgment, and by the additional payroll related experience required. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and through supervisory review for conformity with established policies and procedures.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files (i.e. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes, etc.).

Prepares biweekly regular, overtime, and supplemental payrolls for City departments.

Processes and files personnel action request reports, changes of attendance for all City departments, City department time and attendance, and additions and deletions of different deduction codes.

Monitors and balances departments that enter their own time and attendance. Monitors the scheduling of time and attendance citywide.

PAYROLL AIDE, (Cont.)

Assist with preparing and processing the following (but not limited to): supplemental payroll reports, payroll checks, supplemental payroll checks, stop payments on payroll checks, garnishment deductions, student loan pay backs and deductions, vouchers payable for stop payments, advance checks, handwritten checks and tuition reimbursements.

Answers questions from City employees and the public regarding City financial record keeping policies and practices, and other payroll-related issues.

Prepares documentation to serve subpoenas and serves depositions when necessary.

Prepares periodic and special payroll-related financial and statistical reports.

Explains details and revisions of City procedures and policies to employees and management regarding pay or personnel issues, i.e. bargaining units.

Inputs and files W-4 forms; provides copies of W-2 and other forms to employees upon request.

Assists, compiles, and prepares data for salary surveys and for special projects (i.e., for preparation of budget).

Distributes payroll reports and payroll checks.

Prepares miscellaneous adjustments, bi-weekly wire transfers, and checks to be signed manually.

Prepares and processes tax levy by calculating deductions, as well as inputting additions and deletions.

Prepares all documentation for CHILD (additions, deletions and changes).

Monitors, reconciles, and requests checks for U.S. savings bonds.

Contacts different Credit Union Offices for employee deductions, and sends payroll deductions to various credit unions, banks, etc.

Inputs vacation and/or compensatory time pay off. Prepares deductions for Worker's Compensation.

Verifies salaries for government agencies and private institutions.

Inputs Direct Deposits (additions, deletions and changes). Inputs automatic earnings for Police sworn employees.

Reconciles interface of Police, Solid Waste and G.S.A. Payroll systems.

PAYROLL AIDE, (Cont.)

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some knowledge of the principles and practices of payroll.

Some knowledge of payroll terminology, practices and procedures.

Considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Some knowledge of basic municipal accounting procedures.

Ability to apply advanced bookkeeping principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.

Ability to establish and maintain effective working relationships with the general public, co-workers and elected and appointed officials.

Ability to communicate effectively, both orally and in writing.

Ability to understand and carry out complex oral and written instructions.

Ability to operate office equipment, which may include work processors, calculators, adding machines, computers and other related office machines.

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Graduation from high school or equivalent and considerable (2 - 4 years) experience maintaining and updating payroll records or assisting in the preparation or processing of payroll.

OR

Equivalent combination of training and experience beyond high school graduation.

TOOLS AND EQUIPMENT:

Personal computer, copiers, calculator, adding machine, or other related office equipment.

PAYROLL AIDE, (Cont.)

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled modern office setting, mostly from a seated position at a modular workstation. The noise level in the work environment is usually low.