

CITY OF DURANT JOB DESCRIPTION

Title: **Payroll/Benefit Specialist** FLSA Status: Non-exempt
Department: Administration Pay Grade: 6
Reports To: Human Resources Manager

POSITION SUMMARY

Under the general supervision of the Human Resources Manager, this position performs a variety of technical tasks related to payroll, employee benefits, and human resources support.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time keeping system, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Trains new timekeepers in other departments.
3. Ensures payroll, benefits, and accruals are in accordance to applicable laws, policies, and procedures for all employees and collective bargaining agreements.
4. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
5. Creates and maintains personnel files in accordance with local, state, and federal regulations.
6. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
7. Coordinates and processes special check runs, retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment.
8. Assists, reviews, and works with Human Resources Manager on employee benefits enrollment, pay type, benefit, deduction and accrual set up, union changes, and terminations.
9. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s to employees and remits to federal and state agencies per mandates.
10. Maintains ACA reporting information throughout the year. Prepares and remits applicable ACA forms to employees and federal agencies per mandates.
11. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
12. Assists with benefits administration and open enrollment for health insurance.
13. Assists other department personnel during peak periods or absences, as needed.
14. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the open records act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

MINIMUM REQUIRED QUALIFICATIONS

- High School diploma/equivalent and three (3) years' work experience in payroll processing.

PREFERRED QUALIFICATIONS

- Associates Degree in an accounting or related program.
- Previous experience in a municipal setting preferred.
- Previous experience in human resources preferred.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.