



Title: Payroll Specialist

FLSA STATUS: Non-Exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Payroll Supervisor.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Six to twelve months of education beyond high school/some college
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to process payroll. Maintains and updates employee data; processes payroll; enters and processes direct deposits, tuition reimbursements, allowances, leave adjustments, and retirement deductions; reconciles insurance deductions; runs various reports; processes W2s; creates off-cycle checks; maintains check registers.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Processes Payroll. Prioritizes, organizes, and implements various payroll tasks, such as: verifies and adjusts data entry by timekeepers assuring MOUs and PAR regulations are followed; enters special pay items including tuition reimbursement, uniform allowances, retro and leave adjustments; uploads vendor-provided deduction files; creates and uploads large special pay files; analyzes and audits multiple payroll accuracy reports; spools, prints, and sorts checks and direct deposit advices; prepares and transmits files for direct deposits, taxes, deferred comp and retirements; prepares wires and check requests for Treasury and Accounts Payable for taxes, savings, retirements, and garnishments; reconciles bi-weekly ledger payroll accounts.



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2	Maintenance of Employee Data. Prioritizes, organizes, and implements various data tasks, such as: enters withholding data, direct deposit requests, Rio Vista membership set-up, deduction set-up; analyzes insurance calculations for accurate payments and repayments; analyzes and verifies changes in leave accruals, eligibility for additional pays including working out of class, concurrent jobs, savings programs, and union membership; creates and calculates wage assignments, verifying amounts to be withheld; reviews and verifies all data input for Human Resources into the payroll system.
3	Customer Service. Assists employees via telephone and in-person with questions on tax withholding, direct deposit, and other questions regarding compensation or leave accruals; assists employees with confidential matters; processes and tracks replacement W2s.
4	Reconciliations and Payments. Reconciles liability accounts between payroll and financial systems; reconciles insurance accounts for accuracy of deductions and payments; analytically compares insurance premium and monthly payroll reports; reconciles life insurance and short-term disability premiums against payroll deduction for self-administered payments.
5	Miscellaneous Duties, Records Retention, and Wage Verifications and Calculations. Prioritizes, organizes, and implements miscellaneous tasks, such as: calculates and creates off-cycle checks; accurately sets-up fiscal and calendar year-end and W2 processing; analyzes law and prepares for annual take-home vehicle report for Finance Director; attends annual and supplemental special timekeeper training; creates timekeeper training manual and includes supplemental training packets; analyzes and follows City, Union and other governmental MOUs, PARs, laws, and regulations; conducts system testing for data base upgrades; updates system with program, union contract, benefits, and state / federal tax changes; creates yearly pay calendar; maintains website. Gathers, scans, and categorizes all payroll documents by type and retention. Calculates and verifies accuracy of DES, Social Security, Worker's Compensation and Retirement reports for internal and external customers.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator / adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

None required.