

PAYROLL ACCOUNTANT

DEFINITION

Under general direction, to perform a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City payroll, fiscal records and financial transactions; to prepare and maintain a variety of complex financial statements and reports; to develop and prepare payroll reports required by other agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the professional level Payroll Accountant class. The incumbent performs a variety of payroll accounting and auditing work requiring substantial knowledge and background of payroll laws and payroll policies and procedures. The incumbent has responsibility for the development and maintenance of the City payroll system, including preparation of payroll reports.

REPORTS TO

Accountant III, Deputy Finance Officer, or Finance Officer.

CLASSIFICATIONS SUPERVISED

The incumbent provides work direction and coordination for fiscal support staff and/or payroll staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a variety of professional accounting work in the establishment and maintenance of City payroll; provides direction, coordination, guidance, and training for other City staff involved with payroll functions; reviews input, of employee time and leave records into the City payroll system, checking for accuracy and needed corrections; coordinates payroll discrepancies with Department payroll staff; processes new employees into the payroll system; maintains and updates a variety of payroll information and records; prepares a variety of financial reports and statements such as reports for employee benefit vendors and other government agencies; interprets and applies benefit memoranda of understanding and contracts for payroll implementation; ensures that payroll data and reporting is in compliance with Federal, State, and local rules and regulations; maintains a variety of ledgers and journals; prepares payroll and accounting reports, transfers, journal entries, refunds, and deposits; assists with the development and submission of retirement system reports; reviews fiscal records to ensure proper disbursement of funds; reviews and ensures proper posting of deduction codes in payroll records; maintains and updates employee leave balance data; works with

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representatives of other agencies regarding interpretation and accuracy of payroll documents and reports; performs a variety of complex account and statistical record keeping work; serves as a major source of information regarding payroll processing, policies, regulations, and procedures in response to inquiries from City staff and management; assists with the development and control of City budget information; performs special financial analysis assignments; serves as a liaison with other government agencies, auditors, and the public; prepares and provides documentation for the annual audit; operates and works with computerized City payroll and financial management systems; and other related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
Government payroll, cost accounting and budgeting.
Technical knowledge of City personnel policies and functions, including labor contracts.
Policies, procedures, requirements, and methods used in the development and maintenance of payroll systems.
Laws, rules, and regulations related to public agency payroll records and procedures.
Budget development and control.
Principles of work direction, work coordination, and training.
Principles and methods of financial and statistical record keeping.
Computerized payroll and financial information systems used by the City.
Modern office methods and procedures.

Ability to:

Provide direction, coordination, guidance, and training for the development of the City payroll.
Provide lead direction, work coordination and training for other staff.
Work with and utilize the City's computerized financial management and payroll

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systems in performing a variety of fiscal work.

Perform a variety of complex financial and statistical record keeping work required for the development and maintenance of the City payroll.

Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.

Read, understand, and interpret codes, statutes, and information related to the development and maintenance of the City payroll.

Read and interpret labor contracts and memoranda of understanding as they relate to payroll administration.

Monitor and update fiscal records.

Prepare financial, statistical, and payroll reports.

Make mathematical calculations quickly and accurately.

Work with computerized financial and payroll information systems and use a computer for payroll development and administration work.

Establish and maintain cooperative working relationships.

Effectively represent the City and City Finance Department in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Provide excellent customer service and support

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Successful completion of a Bachelor's degree in Accounting or Business Administration or closely related field from an accredited college or university and three years of payroll accounting experience or six years of payroll experience with a demonstrated level of increasing responsibility up to including 6 months in a lead position.

Special Requirements:

Possession of a current valid California Driver's License.

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APPROVED _____

Chairperson, Personnel Board

DATE

8-14-06