

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Payroll Specialist</b>	<b>CLASS CODE:</b>	<b>309</b>
<b>REPORTS TO:</b>	<b>Accounting Manager</b>	<b>GRADE:</b>	<b>18</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Processes the City's payroll including calculating wage assignments, reconciling payroll data, calculating and remitting all applicable withholding liabilities, preparing payroll tax returns and researching applicable tax laws using FLSA guidelines.

**ESSENTIAL FUNCTIONS:**

1. Processes payroll from time entry through general ledger interface including producing checks and direct deposit advice.
2. Calculates all garnishments including wage assignments, Federal and State tax levies, new child support deductions and alimony; interfaces with Superior Court, City Attorney's office and various debtors on payments and payoffs.
3. Maintains employee tax data, savings plans, and direct deposits, leave accruals, cash benefits and general deductions.
4. Produces ACH direct deposit file and interfaces with automated banking personnel.
5. Calculates and remits all applicable withholding liabilities for all City employees, including social security, federal tax, state tax and retirements.
6. Set up queries and macros to produce reports for Federal, State and local agencies.
7. Prepares retirement calculations and interfaces with Public Safety and Arizona State Retirement System Personnel.
8. Processes car allowances, vehicle tax, annual lease deductions, uniform allowance and other reimbursements for employees.
9. Processes refund and multiple deductions of employee benefits.
10. Reviews time sheets from all departments to ensure accuracy, completeness and authorization.
11. Reviews current QTD and YTD payroll registers to determine accuracy and makes applicable changes.
12. Troubleshoots and problem-solves computerized payroll system.
13. Tests changes to computer program.
14. Reconciles gross wages per the payroll register to the taxable wages shown on W-2 forms.
15. Prepares quarterly and annual Federal and State payroll tax returns.
16. Reconciles and produces W-2's and files year-end reports and magnetic media.
17. Process termination checks in compliance with various governmental guidelines and pension plans.
18. Make recommendations on new procedures, implements and coordinates payroll system changes with applicable departments.

19. Prepares various statistical reports for Federal and State bureaus.
20. Maintains payroll processing and procedures manual.

**SECONDARY FUNCTIONS:**

17. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Personal computer and related software.  
Principles and procedures of payroll and accounting.  
Applicable local, state, and Federal laws and regulations pertaining to payroll administration.  
Basic data processing methods, techniques and programs used in maintaining and processing payroll information.  
Federal and state record keeping requirements.  
Basic mathematical principles used in calculating payroll information.  
Human Resources policies and pay codes.  
Tax returns and related forms.

**Skill in:**

Operation of personal computers and other modern office equipment.

**Ability to:**

Analyze financial data, reconcile accounts and prepare reports.  
Interpret payroll procedures established by the Generally Accepted Accounting Principles (GAAP).  
Work under deadlines and with limited supervision.  
Prepare and maintain accurate and complete confidential records and reports.  
Communicate effectively verbally and in writing.  
Establish and maintain effective working relationships with co-workers and City staff.

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

One-year college level course work in Business Accounting, or a related field and two years of responsible experience in computerized payroll processing and payroll tax returns.  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

None.