

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Payroll & Benefits Assistant</u>
Sch & Grade	<u>PAT-5</u>
Class Code	<u>FD26</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Performs duties necessary for preparing, processing, maintaining and coordinating payroll records and benefit paperwork for City employees. Provides information and explanations to employees regarding payroll and benefit programs including the personnel rules, ordinances, and policies related to such programs.

SUPERVISION:

Under the direct supervision of the Payroll Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares and accurately inputs computer data on all new employees' personnel and payroll records.
2. Processes and makes computer or manual changes accurately to employee records.
3. Establishes, implements and maintains methods and procedures to assure all personnel actions are processed correctly and in a timely manner.
4. Reviews payroll and benefits paperwork received from City departments for completeness, accuracy, and compliance with city rules, ordinances and pay schedules; advises and trains city department staff regarding the proper completion of such paperwork.
5. Calculates partial pay, back pay for late increments, clothing allowance prorated payments, etc.
6. Monitors employee evaluation notifications, receives and verifies performance appraisals for increments due, and follows up with departments on late appraisals.
7. Answers questions, addresses concerns, and provides information to employees and the public regarding City payroll and benefit programs.
8. Prepares payouts, compiles data and salary information, calculates final average salary, and makes other calculations as required for retiring employees.
9. Composes and types routine to complex correspondence.
10. May coordinate and conduct periodic group payroll and benefits enrollment sessions for new employees.
11. Maintains manual and computerized files and records; compiles and prepares reports.
12. Processes unemployment forms, files protests and appeal notices as directed, notifies supervisors of hearings, etc.
13. Verifies employment and pay status and accurately completes employment verification requests.
14. Responds to subpoenas for personnel and payroll records, certifies the accuracy of information and testifies in court.
15. Operates a variety of office equipment such as copy machines, FAX machines, calculators, microfiche, etc.
16. Advises supervisor of concerns with payroll and benefits paperwork relating to procedures, policies, improper calculations, payroll deadlines and other similar issues; works with departments to resolve such concerns.

IMPORTANT FUNCTIONS:

1. Attends training sessions, seminars, etc. as necessary for technical and professional growth and development.
2. Orders and maintains supplies for the division.
3. Travels to off-site city locations to provide information and explain benefit programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of: payroll and/or benefits principles and practices; modern office practices, standard English usage; bookkeeping principles and practices; and basic math applications and calculations.

Abilities

Ability to: deal effectively and courteously with associates and the general public; communicate effectively both verbally and in writing; follow oral and written instructions; maintain a high level of confidentiality; complete work with a strong attention to detail; present an overall professional image; operate a computer utilizing appropriate software applications; operate modern office equipment including a 10-key calculator; type accurately at an approximate rate of 40 wpm; read, understand, interpret and learn city personnel rules, ordinances and policies; input, code, correct and retrieve information in a sophisticated HRIS system; independently plan, prioritize, organize and complete work in an efficient manner; accurately process a large volume of work within short deadlines; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Three years of responsible payroll work experience is preferred. One year of computerized payroll or accounting experience is required. Experience in a fast-paced, deadline-driven payroll environment is desired. Will accept a Bachelor's degree in Human resources or Accounting. Course work or experience in Information Systems is preferred, but not required.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 20 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; must possess ability to operate a computer keyboard, mouse and calculator.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision: February 14, 2012	GENERAL ORDINANCE NO. 2282
Comments: Updated Abilities	Date: May, 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____