

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Payroll Coordinator</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BG05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Supervises and participates in the duties necessary for preparing, processing, maintaining and coordinating City payroll. Completes testing, trouble-shooting and maintenance of the computerized payroll system.

SUPERVISION:

Under the general supervision of the Human Resources Coordinator in charge of the Employee Services Division. Supervises assigned payroll and support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and may participate in the daily payroll duties, which includes the accurate establishment of new employee payroll records, making changes to employee records and processing employee terminations and retirements.
2. Establishes, implements and maintains methods and procedures to assure all personnel actions are processed correctly and in a timely manner as well as makes appropriate changes to expedite efficiency.
3. Oversees the review of all 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.
4. Supervises and directs daily work assignments of assigned payroll and support staff and determines workload priorities; completes and conducts performance evaluations; makes recommendations regarding staff hiring decisions.
5. Addresses concerns with payroll and benefits paperwork relating to procedures, policies, improper calculations, payroll deadlines and other similar issues; utilizes initiative and judgment in working with departments to resolve such concerns.
6. Serves as the subject matter expert on information pertaining to efficient and effective payroll practices.
7. Ensures all adjustments to leave time, pay, deductions and benefits, including the calculations for partial and prorated payments, are completed accurately and in a timely manner.
8. Maintains the data table for benefit rate changes, mass rate changes and runs the retro pay process for each payroll period.
9. Assists with the maintenance of the position control process in the payroll system.
10. Creates and runs payroll system reports not supplied by Information Systems.
11. Completes testing and trouble-shooting of the payroll system.
12. Researches questions, and concerns, and provides in-depth information to employees and the public regarding City payroll and benefit programs.
13. Coordinates the payroll side of any annual benefits process such as open enrollment for the Cafeteria Plan or Retirement Health Savings Plan.

IMPORTANT FUNCTIONS:

1. Attends training sessions, seminars, etc. as necessary for technical and professional growth and development.
2. Responds to subpoenas for personnel and payroll records, certifies the accuracy of information and testifies in court.
3. Operates a variety of office equipment such as copy machines, FAX machines, calculators, microfiche, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Knowledge of computerized payroll systems; modern office practices; standard English usage; bookkeeping principles and practices; complex math applications and calculations; and general knowledge of Wage and Hour laws and the Fair Labor Standards Act.

Abilities

Ability to effectively and efficiently oversee the details involving the City’s payroll processes; effectively supervise subordinate staff; deal effectively and courteously with associates and the general public when explaining information relating to a payroll issue; research and investigate complaints or problems related to payroll; ability to troubleshoot problems related to computer payroll problems and make reasonable recommendations; communicate effectively both verbally and in writing; follow oral and written instructions; maintain a high level of confidentiality; oversee and complete work with a strong attention to detail; utilize independent judgment when making decisions or recommendation; 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 50 wpm; read, understand, and interpret city policies, procedures ordinances and Merit Rules; independently plan, prioritize, organize and complete work in an efficient manner; oversee the accurate processing of a large volume of work within short deadlines; 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

At least five years of responsible computerized payroll work experience or graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Accounting, Information Systems or related field supplemented by one year of responsible computerized payroll experience.

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: June 2006	GENERAL ORDINANCE NO. 5564
Comments: New Position	Date: June 26, 2006

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:** _____