

CITY OF SALINAS

PAYROLL COORDINATOR

BARGAINING UNIT/CLASS CODE:
CONF. MISC. / H25

DEFINITION

To perform a variety of highly responsible, confidential and complex fiscal duties in the areas of payroll and benefit administration.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Accountant and/or Finance Director. Exercises functional supervision over Payroll Technician.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Verify, balance and process payroll in a timely and accurate manner for City and outside agency employees. Enter and balance all tax and miscellaneous payroll deductions. Process payroll tax deposits for City and outside agencies; verify electronic fund transfers of state personal income tax. Process and maintain retirement payments and reports. Process and maintain all payroll related reports; tables and files. Process and balance quarterly reports for the City and outside agencies; file quarterly tax returns. Process annual leave payback payroll, and other special payrolls as required. Process year-end reports and related year end procedures. Verify, balance and process W-2's for City and outside agencies; prepare transmittal reports for filing W-2's to the Federal & State government. Process and maintain employee flexible compensation plans. Review and oversee data entry of personnel actions in the employee master file, and other duties and activities of the Payroll Technician. Coordinate payroll processing activities and train department payroll clerks with payroll procedures and policies. Review each department's payroll and insure all information is accurate. Interpret policies, rules and regulations and respond to inquiries relating to payroll. Process employment verifications. Assist employees with individual payroll calculations and payroll related questions. Verify payment of workers' compensation benefits through timecard entry. Act as back-up to Senior Accounting Technician in implementing the deferred compensation program. May assist at the public counter with business licenses, accounts receivable, permits and parking citations. May assist Payroll Technician in processing new employees and inputting data in master computer file. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
PAYROLL COORDINATOR (continued)**

QUALIFICATIONS

Knowledge of:

Account record-keeping principles, practices and terminology. Appropriate laws, rules, and regulations relating to payroll, benefits, retirement, workers' compensation, etc. Efficient office method and procedures. Mathematics and statistics. English grammar, vocabulary, spelling and punctuation. Operation of personal computer with proficiency using word processing and spreadsheet programs.

Ability to:

Maintain accurate and up to date records. Perform mathematical and statistical computations. Process detailed paperwork in accordance with specific policies and procedures. Operate electric and electronic adding, calculating and data processing machines. Establish and maintain effective working relationships with City staff and the public. Deal tactfully and courteously with the public and other employees. Communicate clearly and concisely, orally and in writing. Maintain current knowledge of City policies and procedures relating to employee compensation and benefits; legislation affecting payroll and retirement plans. Maintain confidential data and information. Compile and maintain complex records, monitor financial accounts and analyze data. Promote the mission, values and standard of an effective public organization, particularly in the area of customer service.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties should be any combination equivalent to completion of high school supplemented by college courses and/or seminars in payroll and accounting and four years of increasingly responsible payroll experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 3-95, REV: 1-99, REV: 8-05