

City and Borough Sitka, Alaska

Class Specification

Class Title	Payroll Specialist
Class Code Number	2090
FLSA Designation	Non-Exempt
Pay Grade and Range	28
Effective Date	June 2011

General Statement of Duties

Prepares payroll for all employees and Assembly members per union contracts and appropriate ordinances and state and federal laws, performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to: 1. Ensure accurate, prompt payment of wages to all employees and Assembly members, maintain payroll files and employee benefit information and perform related payroll accounting functions, 2. Ensure that that payroll practices follow union contract provisions, local ordinances, and state and federal laws. The work is performed under the direct supervision of the Controller but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, benefit providers, State and Federal agencies and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs all aspects of the bi-weekly payroll process,
- Ensures that payroll time sheets comply with City-Borough standards, verifying validity and accuracy;
- Ensures that payroll is computed within parameters of union contracts, local ordinances, and state and federal laws;
- Directs the entering of time sheet data into payroll database including employee withholding tax and benefit data;
- Prepares and reviews payroll registers;
- Prepares final payroll, paychecks, and reports;
- Prepares direct deposits as required;
- Prepares documents as required for union negotiations;

- Prepares and maintains employee payroll records, including pay rate, deductions, and benefits;
- Performs withholding tax calculation procedures;
- Updates control spreadsheets with latest payroll information;
- Prepares checks for payroll taxes and benefit payments to appropriate State, Federal or local agency;
- Calculates retroactive pay as needed;
- Performs account analysis and account reconciliation;
- Maintains wage and benefit historical files;
- Confers with and answers payroll processing questions from employees, assisting employees as necessary in filling out payroll related forms;
- Prepares and reconciles quarterly and year-end reports and W2's;
- Reviews and verifies the accuracy of transactions and accounting classifications assigned to various records;
- Create and maintain queries for all Departments using Iseries and IQ software;
- Provide training for employees and new users that access Iseries for accounting and payroll;
- Provide user training as required, with individual or small group training;
- Assist the IS Department in creation of electronic forms and forms processing;
- Other IS Department duties as assigned;
- Prepares reports and account summaries as requested;
- Performs account analysis and reconciliation;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of governmental payroll and accounting;
- Good knowledge of City and Borough personnel policy and Federal and State payroll and personnel law;
- Good knowledge of financial office procedures and practices;
- Good knowledge of basic accounting principles, practices and procedures;
- Good knowledge of City and Borough IS equipment and procedures;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to make decisions in accordance with established policies and procedures;
- Ability to independently solve problems within assigned areas of responsibility;
- Ability to handle confidential employee and administrative information with tact and discretion;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate’s Degree or equivalent in accounting or a closely related field, Bachelor’s Degree preferred; and
- Considerable experience in bookkeeping, accounting or banking including two years in non-profit or governmental accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Possession of a driver’s license issued by the State of Alaska.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to serve customers at the walk-in counter and deliver materials to other City office locations.

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