



CITY OF HILLIARD
CLASSIFICATION DESCRIPTION
Payroll Specialist

FLSA Status:
Exempt (Administrative)

Service Type:
Unclassified

Probationary Period:
90 Days

Publication/Revision Date:
05/01/2016; 10/11/2018

Human Resources Approval:

Nature of Work – General Description

Under general supervision of the Human Resources Director, administers the payroll process for the City including processing of payroll; processing and filing of local, state and federal tax returns; voluntary deduction reports and maintaining the accumulation and use of fringe benefits; ensures that each department's payroll complies with all tax laws, rules and regulations.

Essential Functions of Work

(May not include all duties performed.)

Reviews and processes personnel action forms for completeness and enters into payroll system; ensures compliance with Human Resources policies, procedures and rules, City ordinances, union contracts, IRS, and Department of Labor.

Answers employee's questions and telephone inquiries.

Audits and balances payroll reports from all departments prior to being entered into the computer.

Reviews and balances computer data reports.

Confers with management staff regarding proposed payroll related policy changes.

Ensures compliance with all payroll tax activities, voluntary and involuntary deductions.

Processes and reviews employee's records for direct deposit and payroll checks.

Processes and transmits direct deposit to the bank and follows-up on all related problems.

Documents reports and check-runs for audit trail; confers with auditors regarding processing of payroll, documentation of deductions and payroll files.

Verifies employment for past and current employees.

Complies with subpoenas of payroll records.

Compiles and processes Worker's Compensation payroll forms for payment.

Processes federal, Medicare and state tax deposits.

Compiles wage information and pension contributions for retirement purposes and worker's compensation claims.

Compiles, balances, and reports local government taxation reports; OBES labor statistics report; state tax reports, OBES supplemental payroll reports, federal tax reports, EEO-4 reports, tax report for school districts, Medicare 941, and W2's.

Balances and closes out the end of payroll year.

Reviews all new laws relating to payroll; initiates changes of applicable rules and regulations.

Maintains employee master files.

Creates accurate W2's for all employees.

This job description does not list all the duties to be performed in this classification and may be changed at the discretion of the city at any time.

Minimum Qualifications

Associate's degree or equivalent from an accredited two-year college or technical school; and two to four years of progressively responsible related experience; OR

Any combination of education, training and experience, which provides the required advanced knowledge, skills and abilities to perform the essential functions of the job.

Preferred Qualifications:

Certified Payroll Professional

Knowledge of CMI and Right Stuff

Knowledge, Skills and Abilities

Principles and practices of payroll accounting process.

Principles and practices of pension and retirement procedures.

Creation and maintenance of payroll records.

City organization, benefit structure, personnel policies, procedures, forms and labor contract provisions.

All computer applications and hardware related to performance of the essential functions of the job.

All applicable state, federal and local ordinances, laws, rules and regulations.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Standard business arithmetic, including percentages and decimals.

Using tact, discretion, initiative and independent judgement within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of discretion.

Preparing clear and concise reports, correspondence and other written materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, both orally and in writing.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and governmental regulations.

Ability to write reports, correspondence, procedure manuals.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to establish and maintain effective business relationships with a variety of people.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to sit, type, speak and hear.

Physical Requirements

Must be physically able to operate a motor vehicle.

Must be physically capable of sitting, standing, reaching, twisting, bending, walking, lifting and kneeling to perform the essential job functions.

Must maintain visual acuity and hearing necessary to perform job functions.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Must be physically capable of successfully performing the essential job functions of the job classification with or without reasonable accommodation and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

Other Requirements

Possession of a valid State of Ohio Driver's license with an acceptable driving record.

A background free of prior felony convictions.

Regular and punctual attendance is regarded as an essential requirement of this classification.

Comply with training directives established by supervisory and management personnel.

Adhere to all applicable Federal and State safety laws, rules, and regulations and City safety policies and procedures.