



## City of Irving Job Description

### Payroll Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	F552	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### **PURPOSE**

To prepare and maintain accurate payroll records for a designated department, including entering time worked into a database, producing reports, and resolving pay or time-entry discrepancies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Enter time worked including holidays, vacation, sick, personal leave, worker's compensation, transfers, overtime, and/or out-of-class accurately into various tracking systems.
- Maintain and produce various reports, including overtime, time-keeping, and Chaplain's reports.
- Prepare documentation and notify Human Resources regarding personnel changes.
- Create and file time records.
- Answer employee inquiries regarding pay issues.
- Design basic databases for data storage and retrieval.
- Answer incoming calls from citizens with inquiries.
- Process and mail assigned monthly reports.
- Pick up and distribute mail; distribute payroll checks as assigned.
- Perform related duties as assigned.

#### **If Assigned to Irving Police Department:**

- Prepare and distributes petty cash and reconciles monthly cash report.
- Assist in development of personnel projections for budget preparation.

#### **If Assigned to Irving Fire Department:**

- Develop work schedule, including twenty-seven day work cycle

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Pack and store permanent pay records according to archiving laws.
- May assist with front desk duties.
- May notarize documents.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- A minimum of two (2) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Record Keeping: Principles and practices for collection and recording of information for use in reports and presentations.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative & clerical procedures and systems such as word-processing systems, filing & records management systems, as well as office terminology.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City. This includes Information System software, such as Banner.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Type: Accurately entering information using computer keyboard.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, cameras, and paper shredders.
- Organizational Strategies: Tracking multiple variables by sorting, grouping & calendaring.
- Reading Comprehension: Reading and understand information and ideas presented in writing.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position. **Note:** At assigned department's prerogative, instructions may be more detailed.

## **CONTACTS**

Citizen contacts by phone and in person.

## **EQUIPMENT AND PROPERTY**

Computer, printer, fax, scanner, calculator, and multi-line telephone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, listen, see, and/or sit. Frequently, s/he is required to talk, carry, pull, push, reach, stand, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is quiet to moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.