



City of Irving Job Description

Payroll Administrator

FLSA Status:	Non-Exempt	Job Department:	Human Resources
Job Code:	Q112	Reports To (Job Title):	Workforce Services Manager

PURPOSE

To maintain the integrity and accuracy of information for employee pay purposes, ensure the timely completion of payroll processing, and maintain proper documentation of payroll processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Ensure accuracy and timely production of payroll.
- Process all payroll changes in Human Resources Information Systems (HRIS), such as new hires, terminations, merit increases, promotions, garnishments, and benefit changes.
- Assist employees and dependents with payroll and benefit issues.
- Assist employees with access to IPORTAL/ESS.
- Develop written policies and procedures for testing, processing and adjusting payroll.
- Test, process, and generate multiple payroll reports.
- Evaluate software applications and provide recommendations to HR management staff and Information Technology staff.
- Train department timekeepers and payroll assistants and provide appropriate guidance regarding practices and procedures.
- Process payroll and leave adjustments; establish new leave banks when appropriate.
- Update vacation leave balance for City Manager and new department Directors based on Executive Order on a bi-weekly basis; audit and/or adjust leave banks, in consultation with timekeepers and in compliance with policy, when appropriate.
- Process imputed income at year-end and distributes W-2's.
- Set up new earn codes and deduction codes as needed in the payroll system.
- Run tests on Banner and IPORTAL/ESS in correlation to upgrades and new codes.
- Provide bi-weekly reports to outside vendors and government agencies.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Research payroll issues and makes necessary corrections.
- Train incoming timekeepers on Banner and IPORTAL/ESS.
- Meet with department timekeepers to train on new procedures and to answer questions.
- Assist employees with Catastrophic Leave, processing leave adjustments and verification of hours.
- Assure Payroll Filing is performed in compliance with laws, regulations, and City policy.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administers payroll transactions for a multi-million dollar salary budget.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to the completion of 12th grade plus some related college or vocational training.

EXPERIENCE

- Minimum of three (3) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Payroll policies and procedures, wage and hours laws and FSLA; also, bookkeeping principals and practices.
- HRIS Operations: An understanding of Human Resource personnel actions, and sufficient familiarity with technology to use a variety of specialized industry software programs, particularly a Human Resources Information System, and various payroll/timekeeping systems.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- **Deductive Reasoning:** Applying general rules to specific problems (such as, employees' proper compensation) to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions, such as when conducting the analysis and resolution of unexpected delays, anomalies, or miscalculations in payroll data.
- **Accuracy:** Paying attention to detail in dealing with numbers, words, and ideas.
- **Process Coordination:** Effectively and efficiently overseeing the City's payroll process.
- **Time Management:** Overseeing the accurate processing of a large volume of work within short deadlines.
- **Service-Oriented Communication:** Dealing effectively and courteously with associates when explaining information related to payroll issues.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Reporting:** Researching, analyzing, and compiling data and preparing concise documents.
- **Written Expression:** Communicating information and ideas in writing so others will understand, including routine reports, correspondence, and pre-set formats.
- **Training & Direction:** Effectively guiding and critiquing adult learners, which includes conducting group trainings and briefings.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

City employees, American Payroll Association, Office of the Attorney General, Social Security Administration, Internal Revenue Service, Department of Labor, TMRS, GRS and Bank of Texas

EQUIPMENT AND PROPERTY

Computer, phone, calculator, 10-key

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 listen, see, sit, stand, and/or talk. Occasionally, s/he is required to carry and/or lift up to 50 pounds.

WORK ENVIRONMENT

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

The work environment is characteristic of a typical office space.

* 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.