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**JOB TITLE:** PAYROLL SPECIALIST  
**DIVISION:**  
**DEPARTMENT:** FINANCE/CUSTOMER SERVICE **CLASS CODE:** \_\_\_\_\_

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EXEMPT: \_\_\_\_\_ NON-EXEMPT:  X  EMPLOYEE: \_\_\_\_\_  
FULL TIME:  X  PART TIME: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
DIRECTOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

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### **DESCRIPTION OF WORK**

**General Definition:** Processes the City's payroll; administers the city's risk management, all insurance programs, retirement plans, and other employee benefit programs; performs all in-out processing of City employees; maintains pre-employment and post employee records and files as required by law; responsible for unemployment and workers comp claims; monitors FMLA claims and insures that all employment laws are current and up-dated. Responsible for maintaining and posting of job openings in the newspaper as directed by department directors and the city web-site. Responsible for the petty cash account in Finance. Performs back up to Customer Service and other projects as needed. Maintain the City Personnel Policy Manual - distributing updates to all personnel as required.

**Supervision Received:** Work is performed under the general supervision of the Director of Finance or the direction of the City Manager.

**Supervision Exercised:** None

**Examples of Duties:** Effectively and accurately maintains payroll database, general ledger accounts and information. Accurately processes payroll documents and checks in a timely manner, courteously responding to employee inquiries and maintaining appropriate level of security/internal controls and confidentiality. Effectively and accurately performs personnel duties for city employees to include: in processing and out-processing of all employees; conducting pre-employment checks; scheduling and maintaining records of pre-employment testing; posting advertising for employment positions. Effectively maintains all personnel records for city employees to include insurance, retirement, pre-employment testing, claims, leave, pay rate, promotion, benefits, complaints, compliments and disciplinary actions. Effectively serves as the liaison between employees and benefit providers, insuring that employee questions are answered and the city receives the best coverage possible. Effectively handles and records employee claims including unemployment, works comp, insurance, FMLA, retirement. Effectively handles any assigned special projects in a timely manner. Effectively performs accounts payable tasks such as insurance, retirement and payroll. Effectively maintains petty cash. Willingly and effectively performs various clerical

responsibilities as required for support of customer service or administrative functions, such as courteously greeting and assisting callers and visitors. Monitors and updates current employment laws and regulations to insure compliance by the city. Performs other duties as assigned by the department head and/or City Manager.

## **MINIMUM QUALIFICATIONS**

**Knowledge:** Knowledge of accounting principles and practices; knowledge of payroll procedures; knowledge of accounts receivable and accounts payable procedures; knowledge of modern office practices and procedures; knowledge of data entry procedures; knowledge of City procedures and State laws governing processing of vendor invoices; knowledge of concepts of maintaining fixed asset register; knowledge of timekeeping and reporting practices; knowledge of reporting requirements for various state agencies such as TMRS and TEC; knowledge of personnel practices and procedures including FMLA.

**Skills:** Skill in recording data; skill in making arithmetic calculations; skill in proofreading materials to ensure accuracy; skill in the use of a calculator with speed and accuracy; skill in the operation of computer terminals and peripheral equipment.

**Abilities:** Ability to organize data; ability to follow and present oral and written instructions; ability to apply established procedures to accounts payable functions; ability to apply research methods in reconciling accounts payable problems and inconsistencies; ability to establish and maintain effective working relationships; ability to communicate effectively with the public and coworkers; ability to obtain and retain eligibility for bonding. Read and understand verbal and written job instructions and warning signs, labels and devices. Lift and carry up to 30 pounds, and push and pull a minimum of 50 pounds of computer papers, records and/or supplies from storage areas. Operate personal computer, and other office machines such as calculator, printer, scanner, telephone systems and copiers. Type forms, charts, statements, letters and various other documents as required. Search files, assemble information, file and retrieve files, lift and carry supplies and/or working materials. Sit and stand for extended periods of time while doing word processing and filing. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel manning. Ability to handle personnel procedures.

**Education:** High school graduate and associate's degree.

**Experience:** A minimum of two years of experience involving extensive payroll and general bookkeeping duties; experience in accounts payable, fixed assets and accounts receivable preferred. Experience in personnel laws and procedures preferred.

**Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.**

**Licenses and Certificates:** Texas Class C driver's license and driving history acceptable to the City.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.**