

JOB DESCRIPTION

Title: **PAYROLL COORDINATOR**
Department: Finance
Class Code: 5051
FLSA Status: Non-Exempt
Effective Date: June 1, 2008 (Rev. 07/2016)
Grade Number: 15

GENERAL PURPOSE

Under the general supervision of the Finance Director, performs a variety of professional accounting work with emphasis in technical tasks related to payroll and preparation of payroll financial reports, statements, and special financial analysis.

EXAMPLE OF DUTIES

- *-- Coordinates the daily operation of the City's payroll system.
- *-- Enters payroll into system; processes, calculates, and posts a variety of payroll actions including wage garnishments, payroll liability claims, overtime hours, balances and corrects payroll reports.
- *-- Maintains a variety of files and records related to the City's payroll system; enters retirements and terminations; makes payroll employee changes to taxes, accruals, and adds pays; posts payroll to general ledger.
- *-- Prepares bi-weekly payroll and all related payroll reports including tax deposits, 941 quarterly filings, and W-2's and other year-end reports.
- *-- Checks employee self service entry errors for completeness and compliance with established standards and procedures.
- *-- Investigates employee direct deposit ACH returns.
- *-- Reconciles retirement system report to payroll; makes adjusting entries; processes the City's retirement report; verifies changes to earning to be reported; makes necessary adjustment.
- *-- Prepares accounting records and financial and statistical reports.

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