CITY OF POCATELLO
CLASSIFICATION SPECIFICATION

Payroll Administrator/Deputy Treasurer
Department: Finance   Reports to: CFO   Pay Grade: H10
Date Established: 3/2014   Date Revised: 5/2017   FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Payroll Administrator/Deputy Treasurer administers and performs the City payroll processing functions and assists the City Treasurer with banking functions as directed and in accordance with generally accepted accounting principles and professional standards.

As Payroll Administrator, the job processes new City employees and changes to existing employees within the system, makes changes in deductions and withholding requested by employees, and ensures that federal and state taxes, retirement contributions and insurance premiums are paid, and ensures all bi-weekly payroll processing-related deadlines are met.

As Deputy Treasurer, the job duties include petty cash handling, executing debt/ach payments, stop payments, and non-sufficient funds collection items by contacting city departments or the credit bureau.

The Payroll Administrator/Deputy Treasurer requires a minimum of two years post-high school training in business administration, payroll accounting, or a related field. Knowledge of Governmental Accounting Standards is preferred.

The job requires attention to detail, the demonstrated ability to conduct detailed financial transactions and prepare periodic financial reports, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations. This job reports to the Finance Manager.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Processes payroll for City employees in accordance with generally accepted accounting principles and standards related to the federal and state agencies.

Duties include, but are not limited to, verifying and keying information and data into the payroll system, processing new employees and changes to the existing employee within the system, changing employee deductions and withholding at their request, ensuring federal and state taxes are withheld and paid to the appropriate agency, and insurance premiums and retirement contributions are withheld and paid on the appropriate employee's account.

Ensures all City payroll processing functions are performed within prescribed deadlines for each payroll.

Maintains payroll documents, logs, and records. Prepares and balances payroll vendor submittal reports after each payroll.

Maintains employee payroll direct deposit system.

Assists with the entries into the salary projection system for budgeting purposes.

Completes ach payments and transfers between banks as directed by the City Treasurer.

Assists with banking functions including, but not limited to petty cash transactions, preparing bank bag summary for delivery to bank, ordering bank supplies, processing ach wires and payments.

Performs customer service work, answering telephones and in-person requests for information.

Performs general office support, data entry, mail processing, and clerical duties.

Assists with the development of financial information reported on in the Consolidated Annual Financial Report (CAFR) and other City reports, financial documents, and records, as directed.

Provides general assistance with all functions and responsibilities within the Finance Department which can include assisting vendors or departments with accounts receivable or accounts payable inquiries.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:
The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:
- Payroll administration processes, including federal, state, and other applicable tax and withholding statutes and codes including Idaho's state retirement system and Department of Labor laws;
- Current principles and practices of municipal finance and accounting, with emphasis on payroll processing;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Customer service methods, techniques, and objectives;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Municipal budgeting practices;
- Operation of standard office equipment and a personal computer and job-related software applications.

Skill and Ability to:
- Process and administer the City payroll processing functions and banking functions by following generally accepted accounting principles and professional standards;
- Ensure all City payroll processing functions are performed within prescribed deadlines;
- Perform bookkeeping, cash handling, and accounts payable/receivable functions;
- Maintain assigned accounts and records and perform City financial transactions in accordance with generally accepted accounting principles and professional standards;
- Perform general office support, data entry, mail processing, and clerical duties;
- Provide general assistance with all functions and responsibilities within the Finance Department;
- Operate standard office equipment, including a personal computer and job-related software applications;
- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing; keep accurate records; compile information and prepare reports; analyze transactions to verify accuracy and/or identify problem sources;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations; with oversight guidance and supervision from the Finance Manager;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;

- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS
- Bachelor's Degree in business administration, accounting, or a related field is required;
- Three (3) to five (5) years' experience in general accounting and/or public accounting preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS
The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

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