



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### Payroll Clerk

Department: Finance  
Date Established: 3/2014

Reports to: Deputy CFO  
Date Revised: 6/2020

Pay Grade: H08  
FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Payroll Clerk administers and performs the City payroll processing functions as directed and in accordance with generally accepted accounting principles and professional standards.

As Payroll Clerk, 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.

The Payroll Clerk 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 Deputy Chief Financial Officer.

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.

Provides ongoing system analysis and maintenance in support of the Public Employee Retirement System of Idaho (PERSI) files.

Reconciles insurance and benefit vendor invoices against payroll data and prepares payment for all benefit related plans. Prepares and posts timely, and accurate ACH payments with sufficient supporting documentation to ensure proper payment.

Provides support to payroll and time records processing and administers time keeping activities in support of citywide time and attendance processes by coordinating with department administrators, managers and supervisors in accordance with Collective Bargaining Agreements and City policies.

Calculates mid period wage increases, prepares various payroll taxes, benefit reports, and prepares checks to disperse funds. Monitors ACH electronic funds transfers, postings, returns, and takes appropriate actions. Reviews payroll checks and direct deposit statements for accuracy.

Establishes a bi-weekly rate of pay to show employee deductions for retirement, F.I.C.A., Federal and State taxes, group insurance and net pay; maintains individual leave record for each employee; posts leave used from time and attendance reports bi-weekly.

Reviews time and attendance reports for accuracy in posting of regular hours worked, overtime, night differential; etc.; records various types of leave used.

Processes IRS and court orders, including child support garnishments, tax levies, federal bankruptcy orders, and student loan garnishments.

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.

Provides back up to Accounts Payable and Accounts Receivable positions; which includes, but is not limited to: purchasing cards and to processing accounts payable, accounts receivable, cash accounts, credit/debit card transactions, purchase card administration, mailroom operations and central supply room.

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.
- Working knowledge of the Public Employee Retirement System of Idaho (PERSI).

**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;
- Ability to communicate effectively, verbally and in writing, in the English language at a level necessary for efficient job performance;
- Ability to create complex documents in spreadsheet and word processing applications which include mathematical calculations
- 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**

- Two (2) years of post high school education or training in accounting, bookkeeping, public finance, or some other related field; with three (3) to five (5) years' experience in general accounting and/or public accounting preferred.
- Bachelor's Degree in business administration, accounting, or a related field is preferred
- Certified Payroll Professional (CPP) by the American Payroll Association certification 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.