

METRO

Job Description

Title: Payroll Specialist
Job Code: 6018
Pay Range: 13N
FLSA Status: Non-Exempt

Bargaining Unit: AFSCME 3580
Established: July 2007
Revised: 3/2010, 1/2011, 11/2011
EEO Category: Admin Support

DESCRIPTION

Oversee the processing of semi-monthly payroll to ensure delivery of accurate pay statements to employees and deduction payments to appropriate provider(s). Review, verify, balance and process payroll data. Maintain financial records related to payroll.

DISTINGUISHING FEATURES

The Payroll Specialist classification is distinguished from the Payroll Technician classification by increased responsibility and role in broad departmental functions such as problem resolution, priority setting, interpretation and application of policies, and serving as a lead over other staff. Perform payroll accounting functions in complex or unusual situations, or as required to ensure the accuracy of payroll records.

DUTIES AND RESPONSIBILITIES

1. Assumes responsibility for a complex, Metro-wide payroll function; prepares, maintains and verifies all routed records or reports.
2. Reconciles Kronos data with PeopleSoft Audit Report and analyzes data to identify discrepancies.
3. Creates and runs PeopleSoft queries and analyzes and reconciles data to resolve payroll issues.
4. Maintains all PERS related records, including employee setup and correct reporting to PERS using PERS' EDX software.
5. Prepares invoices as required for PERS and other benefit accounts.
6. Enters and maintains other benefits related data.
7. Coordinates the receipt of PERS and other benefit employee information, ensuring the proper changes are made to employee records so correct deduction and billing information is generated.
8. Responds to all Kronos related inquiries, resolves issues as requested.
9. Reviews various payroll processing systems and controls. Recommends improvements in procedures, controls or office operations.
10. Compiles relevant data from payroll, benefits, and financial databases and verifies accuracy in order to record balance and reconcile accounts.
11. Reviews and maintains payroll related records. Prepares quarterly and annual payroll tax reports, notice of adjustments, or other necessary information as required. Generates queries or reports at department request.
12. Performs the duties of Payroll Technicians and Benefits Analyst in their absence.
13. Responds to a variety of departmental and public requests for information relative to assigned payroll function. Provides information when authorized or refers to the appropriate individual for response.

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14. May provide lead direction over Payroll Technicians.
15. Assists in audit paperwork as necessary.
10. Develops and maintains both electronic and physical filing system for various payroll data and reports.
11. Compiles data for a variety of statistical reports.
12. Fulfills Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
 - a. Maintaining positive relationships;
 - b. Respecting diversity of ideas and perspectives of others;
 - c. Demonstrating sustainable practices;
 - d. Assisting the public, public officials and other employees in a professional and courteous manner;
 - e. Developing safe work habits and contributing to the safety of self and co-workers;
 - f. Contributing to a positive team atmosphere; and
 - g. Having regular and punctual attendance.
16. Performs assigned duties during an emergency situation.
17. Other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Experience

Four years of payroll experience and an Associate's degree in Accounting; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Preferred: Experience with relational effective dated database systems.

Knowledge, Skills and Abilities

- Double-entry accounting principles and practices
- Governmental accounting principles and practices including detailed understanding of payroll, accounts receivable and accounts payable
- Relationship effective dated database systems
- Basic health care benefits and voluntary deferred compensation plans
- Accounting office methods, procedures and equipment and ability to operate standard equipment such as a calculator, typewriter, printer and computer
- PeopleSoft HRIS and Kronos time keeping system
- Accurately apply accounting principles to prepare invoices and account reconciliations
- Organize and prioritize multiple projects with minimal supervision
- Analyze and interpret complex payroll and benefits data
- Accurately apply accounting principles to prepare financial reports
- Communicate effectively, both orally and in writing

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- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Successfully pass the background check and screening requirements of the organization for this particular position.

SUPERVISION RECEIVED

Supervision is received from the Payroll Supervisor.

SUPERVISION EXERCISED

Oversees the day-to-day activities of Payroll Technicians, including establishing assignments, training, and providing direction in assigned area.

TOOLS AND EQUIPMENT USED

Standard office equipment is used. PeopleSoft HRIS and Kronos time keeping system.

WORK ENVIRONMENT

Work is performed mostly in an office setting

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.