

Classification Description



Title:	Payroll Specialist	Bargaining Unit:	AFSCME 3580
Department:	Finance and Regulatory Services	Established:	July 2007
Job Code:	6018	Revised:	3/2010, 1/2011, 11/2011, 6/2022
Pay Range:	14N	EEO Category:	Admin Support
FLSA Status:	Non-Exempt		

CLASSIFICATION DESCRIPTION

This position oversees the processing of semi-monthly payroll to ensure delivery of accurate pay statements to employees and deduction payments to appropriate provider(s). Reviews, verifies, balances and processes payroll data. Maintains 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. 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. Assists with testing and implementations.
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.

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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.
14. Assists in audit paperwork as necessary.
15. Develops and maintains both electronic and physical filing system for various payroll data and reports.
16. Compiles data for a variety of statistical reports.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Experience:

- Associate's degree in Accounting, Business, Finance or other related field and,
- Four years of payroll experience or,
- Any combination of experience, education and training which provides the equivalent knowledge, skills and abilities necessary to perform the essential job duties.

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Preferred:

- Experience with relational effective dated database systems.

Knowledge, Skills and Abilities

- Knowledge of double-entry accounting principles and practices.
- Knowledge of governmental accounting principles and practices including detailed understanding of payroll, accounts receivable and accounts payable.
- Knowledge of relationship effective dated database systems.
- Knowledge of basic health care benefits and voluntary deferred compensation plans.
- Knowledge of accounting office methods, procedures and equipment and ability to operate standard equipment such as a calculator, typewriter, printer and computer.
- Knowledge of PeopleSoft HRIS and Kronos time keeping system.
- Skill in accurately applying accounting principles to prepare invoices and account reconciliations.
- Skill in accurately applying accounting principles to prepare financial reports.
- Skill in organizing and prioritizing multiple projects with minimal supervision.
- Skill in analyzing and interpreting complex payroll and benefits data.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from the Payroll Supervisor.

SUPERVISION EXERCISED

- May provide informal training/instructions to others.

TOOLS AND EQUIPMENT USED

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

WORK ENVIRONMENT

- Work is generally performed off-site (remote/telework), but some work will be performed in a standard office environment. Will experience occasional periods of sustained deadline pressure, interruptions and irregularities in the work schedule. Some travel and occasional work outside of normal hours is required. Position requires incumbent to frequently or continuously read a computer screen; perform repetitive motions of hand and wrists.
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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 duties.