

City of Allentown
Position Description

Class Title: Payroll Administrator
Grade Number: 11N
Department: Finance
Bureau: Treasury and Accounting
Union: Non-Bargaining – Salaried, Exempt

GENERAL PURPOSE

Administers all aspects of the City's payroll and pension systems for all City employees and retirees, ensuring pay is processed on time, accurately, and in compliance with government regulations.

SUPERVISION RECEIVED

Works under the supervision of the Treasury Manager.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establishes routines and process, works from established routines; specific and general oral, handwritten and typed instructions; and basic knowledge of Bureau activities.

Assist a higher classified worker or works alone on learned routines.

Performs entire payroll\pension function for active and retired employees, maintains and updates employee information in computer, does salary calculations, runs and distributes active employee and retiree pay\pension checks.

Develop technical solutions and tactics within the payroll system to enable execution of business decisions, management decisions, union contract decisions, federal and state mandates. Configure the payroll system accordingly.

Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices. Facilitates audits by providing records and documentation to auditors.

Runs personnel reports, prepares reports for filing of various state, federal and unemployment taxes, does quarterly retirement reports for PMRS, maintains retiree information, files W2 and 1099R forms. Runs actuarial reports and CAFR reports.

Troubleshoots payroll challenges and executes solutions including special pay, retro pays, etc. Conduct detailed analysis of payroll data to determine challenges, issues and effective solutions. Establishes protocol to prevent recurrence of payroll issues.

Designs specific reports on an as needed basis to enable Human Resources and/or Management decisions.

Serves as the point person for the COA timekeepers. Establishes timekeeper protocol. Provides support, training and technical assistance to timekeepers, relative to payroll system and process.

Maintains extensive payroll documentation for validation, audit and reporting purposes.

Calculate and deduct appropriate amounts from payroll checks, including tax withholdings and other garnishments.

Implements the leave policies for five groups of employees, including non-bargaining, three different unions, appointed employees.

Other duties include: employment verifications; ICMA data submission and performing customer service and assisting employees and retirees when questions arise.

Performs other duties, including those of other classifications (higher and lower) as assigned.

Calculates payroll wages including retro pay and other financial transactions related to wages.

Responds to City Right-to-Know requests by gathering relevant data and information to remain compliant within timeframes.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

Performs related work as may be required.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associates Degree in accounting, finance, human resources or business administration.
- (B) Considerable experience in varied office and clerical tasks of an accounting nature.
- (C) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of clerical and accounting practices, office terminology, procedures and equipment and business arithmetic and English.
- (B) Knowledge of automated payroll systems.
- (C) Ability to maintain complex payroll records and to prepare reports and statements.
- (D) Ability to make arithmetic computations quickly and accurately.
- (E) Ability to follow complex oral and written instructions and to explain complex situations clearly and concisely.
- E) Analytical ability and detail oriented.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer and mainframe computer utilizing various software programs for payroll, printer, word processing and spreadsheet software; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.