

City of Allentown
Position Description

Class Title: Payroll and Treasury Coordinator

Grade Number: S11 Non-Exempt

Department: Finance

Bureau: Treasury and Accounting

Union: Non-Bargaining

GENERAL PURPOSE

Performs a variety of professional and specialized accounting and payroll tasks, including full-cycle payroll and pension administration, supporting treasury operations, and junior-level accounting responsibilities. Ensures timely, accurate, and compliant processing of payroll, financial data, and reports in accordance with federal, state, and local laws.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Treasury and Accounting.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Payroll Administrator to administer and process bi-weekly payroll and pension for all City employees and retirees.
- Maintain and update payroll system configurations per union contracts and legal mandates.
- Calculate wages, retro pay, leave accruals, garnishments, and tax withholdings accurately.
- Ensure compliance with payroll, tax, wage, and hour regulations.
- Submit bi-weekly, quarterly, and annual payroll tax and retirement reports.
- Troubleshoot payroll issues and implement corrective protocols.
- Create ad-hoc reports for HR and management decisions.
- Support and train department timekeepers; maintain timekeeping procedures.
- Provide customer service including employment verifications and benefit inquiries.

- Distribute checks, letters, and payroll-related communications.
- Maintain retiree information, file W2 and 1099R forms.
- Assist with audits by providing payroll and financial documentation.
- Daily journal entries of ACH deposits.
- Fulfill Right-to-Know data requests per policy.
- Perform other related accounting and payroll duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school graduation
- Additional accounting and/or bookkeeping courses beyond high school preferred
- Payroll experience preferred
- Equivalent combination of education and experience will be considered.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of business English, spelling, and grammar
- Proficiency in Microsoft Office
- Strong analytical and problem-solving skill
- Excellent attention to detail and record-keeping ability
- Effective verbal and written communication
- Ability to maintain confidentiality
- Capable of interpreting complex regulations and providing training/support
- Ability to process and review billings, make arithmetic computations and tabulations with speed and accuracy.

TOOLS AND EQUIPMENT USED

Intensive daily use of computers, payroll and financial systems, printers, calculators, telephone, copier.

PHYSICAL DEMANDS

While performing this job, employee is regularly required to sit, talk, hear, walk, and use hands for handling equipment and documents. Occasionally required to lift and/or move up to 25 pounds. Requires close vision and the ability to adjust focus.

WORK ENVIRONMENT

Standard office environment. Noise level is usually quiet. Reasonable accommodations may be made for individuals with disabilities.

SELECTION GUIDELINES

Formal application, education and experience rating, interview, reference check, and job-related testing 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.

This description is not an employment agreement and may be modified by the employer as organizational needs change.