



PAYROLL SPECIALIST

Department: Finance
Job Class #: 236500
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is technical auditing work for Pierce County Finance Department's Payroll Division. An employee in this classification is responsible for assisting in the coordination of County department payroll input, accurate payroll output of payroll warrants, expenditures, tax reports, and ensuring compliance with regulations and internal policies governing payroll administration. Work affects all County departments and other local agencies, as it applies to the accuracy of pay warrants, personnel records and payroll deductions. Work involves responding to a variety of problems, questions, and situations in conformance with established criteria, e.g., defining detailed requirements for new situations or maintaining files in compliance with record retention guidelines; and providing guidance and assistance to employees in a professional or administrative field.

SERIES CONCEPT: The Payroll Specialist is the second level of the professional/technical Payroll series. The Payroll Specialist differs from the Payroll Assistant by the level of complexity. The Payroll Specialist differs from the Payroll Supervisor in that it does not supervise other employees.

ESSENTIAL FUNCTIONS

- Assist in the coordination of payroll input from County departments ensuring compliance with Federal & State Law, County Code, Budget, County policies, and Collective Bargaining Agreement requirements.
- Assist in timely and accurate payroll output of payroll warrants, expenditures, tax reporting, and third-party reporting.
- Perform audits of computer output to verify accuracy of data and program effects.
- Assist with preparation of payroll according to the Budgeting Accounting Reporting System (BARS) and budget appropriations.
- Maintain integrity of files in compliance with RCW Record Retention requirements.
- Assist County personnel by defining detail requirements in order to obtain desired system output for various old and new situations, e.g., coding, benefits, etc.
- Assist in preparing procedural documentation for internal and external use.
- Assist in developing, implementing and/or revising new or existing payroll system policies, procedures, and/or processes.
- Provide guidance and assistance to other office employees.
- Perform payroll accounting reconciliations with an emphasis related to payroll general ledger and subsidiary accounts using defined methods and guidelines.
- Assist in developing and providing county payroll training to staff in both one-on-one and in group settings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Lift and carry up to 20 lbs.

OTHER JOB FUNCTIONS

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision and is reviewed by an administrative superior through periodic conferences, reports, and evaluations of adequacy and accuracy of records, reports, and functions. This position does not supervise other employees but may provide direction to and/or train others.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Payroll Specialist typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- County Policies and Procedures, Collective Bargaining Agreements and Contracts, and other relevant laws, regulations, policies, and procedures.
- Methods and practices of payroll preparation, calculation and control.
- Payroll reporting requirements including Washington State Retirement rules and regulations, RCWs and WACs relating to eligibility, reportable and non-reportable compensation.
- State and Federal payroll laws including employee garnishments, IRS tax levies, and IRS federal tax withholding.
- Principles, methods and techniques of appropriate record keeping.
- Budgeting Accounting Reporting System (BARS).

Skill in:

- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.
- Operating a computer utilizing various MS Office products (Excel, Word and Outlook) including proficiency in payroll-related systems.
- Verbal and written interpersonal communication.
- Performing mathematical calculations.
- Handling multiple competing priorities within tight timelines.

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- Working with a variety of individuals from diverse backgrounds.
- Analytical thinking, and conflict-resolution.

Ability to:

- Articulate and describe issues and make recommendations to upper management.
- Interpret, apply and explain payroll policies and procedures, applicable laws and regulations to employees, supervisors, and others.
- Audit and monitor computer printout reports.
- Identify discrepancies and errors.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and demonstrate effective judgment and decision-making skills.
- Operate a computer with proficiency.
- Work with constant interruptions and frequently changing priorities.
- Work long hours during peak reporting periods.
- Deliver excellent customer service in a timely manner.
- Understand and follow written and verbal instructions.
- Establish and maintain effective working relationships.
- Maintain confidential payroll records and data according to RCW Records Retention requirements.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM RECRUITMENTS TO APPLY:

An Associate's degree in Accounting or Business Management and four years of accounting/payroll experience, including experience working with collective bargaining agreements and contracts. Additional related experience and education that clearly demonstrates knowledge, skills and abilities to perform the job may be substituted for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.