



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Administrative Assistant/Payroll Specialist

JOB – BAND CLASSIFICATION: Senior Administrative Support/Supervisor

Definition: To provide a wide variety of complex administrative and technical support, relating to payroll and human resource functions. Performs routine calculating, posting and verifying duties to obtain accurate and current payroll and human resource objectives. Maintenance of various reports, invoices, and files. Work is performed with a semi-professional working knowledge of payroll practices and policies in interpreting procedures, recording and reporting transactions. Position will provide customer service duties for the City Manager's and Public Works Office and assistance to the Administrative Services Director as needed.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Setting up, compiling, verifying and processing payroll related data in the payroll system including withholding data, direct deposit requests, deductions and employee information into the payroll system.
- Process daily timesheets for departments.
- Processing city's bi-weekly payroll, input information, balancing and reconciling.
- Reconciling and transmitting files and payments for taxes, deferred compensation, retirement plans, and garnishments.
- Prepare and perform check runs.
- Research and resolve payroll discrepancies and issues.
- Maintain payroll files and electronic files.
- Maintain confidentiality of work-related issues and City information.
- Provide supporting documents for audits.
- Recommends improvements in policy and procedures.

- May routinely develop complex computer subroutines and/or assist in the development of new programs and modules.
- Formulate payroll-related reports and research, compile and analyze payroll reports for issues, and make needed adjustments.
- Assist employees with questions regarding tax withholding, direct deposit, leave accruals, deductions, etc.
- Position will provide customer assistance for city manager's office and public works by assisting at customer service window and answer phones as needed.
- Assist the Administrative Services Director with human resources issues as needed.
- Required to report to assigned worksite as scheduled.
- Performs other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

None

Required Competencies:

Includes, but is not limited to, the following:

- Ability to work independently with limited supervision.
- Ability to work as a team member providing support to all city departments. Establish and maintain effective working relationships with fellow employees, supervisors, directors and the general public.
- Knowledge of and ability to communicate financial and technical information, both orally and in writing and must have internet and computer proficiency. The employee also must be able to comprehend and apply state and federal laws, rules, practices, and procedures; answer questions, and make objective recommendations.
- Knowledge of Federal and State laws and regulations pertaining to payroll administration; the principles of payroll procedures, processing, reconciling, and accounting.
- Knowledge of accounting and payroll systems and software.
- Ability to maintain accounts payroll records and to prepare reports for supporting data.
- Ability to compile data for, complete, and file various payroll related reporting requirements such as payment for taxes, deferred compensation, retirement plans, and garnishments.
- Ability to understand complex oral and written instructions.
- Ability to analyze problems and identify alternative solutions.
- Ability to plan and manage time effectively to meet payroll processing timelines.
- Ability to interpret and apply federal, state and local policies and regulations.

- Ability to audit internal accounting procedures and practices to ensure appropriate controls, checks and balances.

Education, Experience and Technical Skills Required:

High school diploma or equivalent. Post-high school education or a two-year degree with an emphasis on business, administrative or accounting studies is a plus. Specialized knowledge is required, and is normally gained through a minimum of three to five years of transferable work experience and/or advanced education.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to complete essential functions of position. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt