

Code: 1345

Title: PAYROLL SERVICES SPECIALIST

SUMMARY: Leads and participates in independent payroll operations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Leads and participates in the preparation, verification and processing of the department payroll;
Develops, implements and maintains payroll controls;
Balances payroll runs against control documents and validation reports;
Reconciles and prepares input documentation for payroll deductions;
Maintains a master balance of each payroll run for all deductions, pre-payments, adjustments and gross amounts paid;
Maintains and balances payroll fund with the county finance department;
Prepares recurring, periodic reports such as federal and state income tax withholding, retirement, deferred compensation and others;
Resolves problems and applies Pima County Merit System Rules and Personnel Policies and federal and state laws to payroll activities;
Coordinates payroll activities electronic data processing department;
Assists in the development and implementation of new and revised procedures for the automated payroll system;
Coordinates and processes payments and adjustments for automatic deposit, retirement, deferred compensation, charitable deductions and educational reimbursement;
Monitors special staffing programs, such as flexible staffing and variable hours;
Coordinates with central payroll for reporting of worker's compensation and health insurance payments;
Verifies wages in response to legal requests and testifies in court in regard to loss of pay or wage issues;
Trains various department personnel in payroll procedures.

KNOWLEDGE AND SKILLS:

Knowledge of:

- payroll procedures;
- Pima County Merit System Rules and Personnel Policies pertaining to and regulating payroll policies and procedures;
- federal and state income tax withholding and reporting requirements;
- Arizona Revised Statutes and Department of Labor Regulations affecting deductions and exclusions;
- automated payroll systems;
- accounting principles and practices.

Skills in:

- applying policies, rules, laws, regulations and guidelines pertaining to a payroll system;
- balancing and auditing payroll runs against controls;
- maintaining an automated payroll system;
- directing the preparation and processing of a payroll;
- coordinating and leading small group activities;
- communicating effectively.

MINIMUM QUALIFICATIONS:

Four years of progressively responsible experience in an internal automated payroll unit, including one year of experience interpreting and applying organizational policy to resolve payroll problems.

(Relevant education from an accredited college, university, trade or vocational school may substitute for a portion of the aforementioned experience)

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

5/01/88
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