



JOB DESCRIPTION

PAYROLL SPECIALIST

Under the supervision of the payroll supervisor, the payroll specialist shall be responsible to:

1. Process the agency's payroll.
2. Export and import fiscal and payroll data and allocation plans to and from Excel and payroll software to generate a variety of reports.
3. Calculate and prepare agency employee benefits billing packages (e.g. Medical, Dental, Vision, Life, Worker's Comp., etc.).
4. Set up and maintain confidential records of new and ongoing employees at time of hire, status changes, and termination.
5. Prepare payroll and worker's compensation journal vouchers with supporting detail.
6. Develop and maintain subsidiary ledger for employee and dependent benefits, including COBRA.
7. Assist with accounts payable duties as needed through cross-training.
8. Assist other department staff with agency salary budget projections and other related reports.
9. Assist with preparing various corporate, retirement, and worker's comp audits and year-end schedules, as necessary.
10. Process agency vendor levies.
11. Be available to employees for general payroll questions.
12. Process employee expense reimbursements through payroll. (e.g. mileage, travel, etc.)
13. Process of retirement annual calculation and plan evaluation, prepare retirement plan loans, payments and monthly bank reconciliations.
14. Prepare government reports as required (e.g. EDD worksite report, census, etc.)
15. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- High school grad or equivalent.
- Minimum of three years' progressively responsible experience in a position involving the administration and processing of a large payroll.

Preferred Criteria: Experience processing payroll through Automatic Data Processing (ADP). Accounting courses, training, and/or certification in payroll functions highly desired.

Knowledge and Abilities: Ability to operate a ten-key calculator by touch. Knowledge of payroll procedures. General knowledge of state of California wage and hour laws and related. Experience with pivot tables and V-Look Up functions. Advanced knowledge of Windows environment and applications such as Excel and Word. Knowledge of computer information management systems. General knowledge of standard office equipment, office procedures and filing. Ability to work with minimum supervision. Ability to follow written and verbal instruction without difficulty. Ability to communicate effectively orally and in writing. Ability to maintain good working relationships with other staff, clients and the general public. Ability to pay close attention to detail. Ability to maintain strict confidentiality.

Physical Abilities: Ability to effectively use hands and fingers in the use of computer keyboard, filing documents and use of other office machines. Ability to clearly see detailed financial documents and reports.

License or Other Requirements: Must submit to a job-pertinent, pre-employment, agency-paid physical examination. Employment is conditional pending satisfactory results of physical exam.