



Payroll Specialist III

Salary Group: B19

Class Code: 1293

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PAYROLL ASSISTANT	1290	A13	\$29,439 - \$46,388
PAYROLL SPECIALIST I	1291	B15	\$32,976 - \$52,045
PAYROLL SPECIALIST II	1292	B17	\$36,976 - \$58,399
PAYROLL SPECIALIST III	1293	B19	\$42,244 - \$68,960
PAYROLL SPECIALIST IV	1294	B21	\$48,278 - \$78,953
PAYROLL SPECIALIST V	1295	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs complex (journey-level) payroll processing work. Work involves processing payrolls, and preparing and maintaining payroll records and reports. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Processes and reviews automated and manual employee payrolls in compliance with applicable regulations, policies, and procedures.

Enters, updates, and retrieves information from various automated, human resources, and/or payroll systems.

Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations.

Prepares reports such as Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement; the Employer's Quarterly Federal Tax Return (IRS Form 941); and unemployment wages for submission to various state and federal agencies.

Prepares and processes overtime and vacation lump sum entries for payroll processing.

Maintains, audits, and reconciles leave without pay, return to work retiree, and hourly reports.

Develops and maintains internal controls to ensure proper deductions and distribution of money collected for deferred compensation, flexible benefits programs, child support programs, Internal Revenue Service levies, and other deductions.

Distributes paychecks and statements of earnings and deductions.

Answers questions and resolves issues related to payroll matters and tax issues.

Processes new hire orientation paperwork.

May compile, audit, maintain and reconcile employee leave records, such as extended sick leave, vacation accruals, and other available leave balances; and provide annual and/or monthly leave balance reports to employees.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in payroll processing work. Graduation from an accredited four-year college or university with major coursework in accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices, and governmental regulations applying to accounting records; and of state and federal payroll rules, regulations, and laws.

Skill in using a computer and applicable software.

Ability to maintain confidential and sensitive information, to review payroll accounting records, to communicate effectively, and to provide guidance to others.