



## City of Lake Oswego, Oregon

### Job Description

#### **PAYROLL ADMINSTRATOR**

**FLSA Status: Non-exempt**

**Union Representation: Non-represented**

**Salary Grade: 531**

**Job Code: 5023**

#### **Class Summary**

This position is responsible for producing timely and accurate payroll checks. Additionally, this position is responsible for paying and reconciling taxes; monitoring and making adjustments of employee leave balances; implementing bargaining unit contracts into the HRIS system; processing and filing W-2's; monitoring federal, state and local laws and legislation for compliance and determine impact upon the payroll system; This position also monitors, reconciles and prepares payments for all employee fringe benefits. Assists Finance Director with implementation and maintenance of requirements of Oregon Consumer Theft Protection Act. The Payroll Administrator is classified as a confidential employee.<sup>1</sup>

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Prepares semi-monthly changes to employee records in payroll system, verifying accuracy and completeness.
2. Prepares and reconcile fringe benefits following payroll check run.
3. Prepare, reconcile and maintain retirement records. Prepare semi-annual and annual reports as mandated by law.
4. Maintain employee accrued leave balances. Monitor system leave plans to ensure accurate functionality.
5. Prepare quarterly tax returns and maintain year to date balances. Prepare and reconcile W-2's for yearend along with annual tax reports.
6. Prepare payroll journal entries and post along with fringe benefit checks, reconcile general ledger accrual accounts after this process for accuracy.
7. Provide payroll information and problem-solving time to employees with regards to their payroll checks, benefits, leave accruals, etc.
8. Provide support to other departments with payroll related issues.

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<sup>1</sup> "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. ORS 243.650

9. Supervise part-time employee in certain essential duties.
10. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Generally accepted accounting principles (GAAP).
- Local, state and federal laws governing revenues and expenditures.
- Requirements of the Oregon Consumer Theft Protection Act related to safeguarding employee information.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Prepare financial reports.
- Use basic mathematical computations.
- Reconcile accounting records, reports and journals.
- Apply generally accepted accounting principles and practices.
- Use a personal computer to retrieve and manipulate financial data, particularly spreadsheets.
- Utilize communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's Degree in Accounting, Business, or related field and five years of payroll experience; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

### **Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Certification (CPP) from the American Payroll Association is required.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*