



City of Lake Oswego, Oregon

Job Description

PAYROLL SPECIALIST

FLSA Status: Non-exempt

Union Representation: Non-represented

Salary Grade: 523

Job Code: 5022

Class Summary

This position is responsible for assisting in producing timely and accurate payroll checks. Additionally, this position is responsible for assisting in paying and reconciling payroll taxes; monitoring and making adjustments of employee leave balances; implementing bargaining unit contracts into the HRIS system; and processing and filing W-2's. This position also assists in monitoring, reconciling and preparing payments for all employee fringe benefits. The Payroll Specialist is classified as a confidential employee.¹

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. Assist in producing timely and accurate payroll checks. Serve as primary backup to Payroll Administrator.
2. Prepares semi-monthly changes to employee records in payroll system, verifying accuracy and completeness.
3. Prepares and reconcile fringe benefits following payroll check run.
4. Prepare and reconcile retirement records. Prepare semi-annual and annual reports as mandated by law.
5. Reconcile employee accrued leave balances.
6. Prepare and reconcile W-2's for year end along with annual tax reports.
7. Prepare payroll journal entries and post along with fringe benefit checks, reconcile general ledger accrual accounts after this process for accuracy.
8. Provide payroll information and problem-solving time to employees with regards to their payroll checks, benefits, leave accruals, etc.
9. Provide support to other departments with payroll related issues.
10. Processes payroll reports and payroll checks; sets up direct deposits and direct deposit transfers; processes payments for garnishments.

¹ "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

11. Periodically account for positions and their incumbents.
12. Periodically ensure that labor distributions are as requested by departments.
13. Reconciles payroll with worker's compensation rates as necessary.
14. Prepares bank reconciliations as necessary.
15. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Knowledge of common pay structures and benefits.
- Local, state and federal laws governing payroll expenditures.
- Personal computers and related software applications.
- Requirements of the Oregon Consumer Theft Protection Act related to safeguarding employee information.
- Personal computers and related software applications.

Skills and Abilities to:

- Prepare payroll reports.
- Use basic mathematical computations.
- Reconcile general ledger payroll accounts by using reports and journals.
- 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.
- Be trustworthy and able to keep personal information confidential.
- 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 graduation with an Associates Degree in Accounting, Business, or related field and two 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.

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.

Department Director

Date

Human Resources Director

Date

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.