

CITY OF RICHARDSON

JOB TITLE: **PAYROLL ADMINISTRATOR** APPROVED: _____
DEPARTMENT: Accounting
CLASS CODE: 00519
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 10/05/2016
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: NON-EXEMPT: X
FULL TIME: X PART-TIME:

JOB SUMMARY:

Under general supervision of the Controller or designee, prepare and process City payroll. Reconcile related records with general ledger and payroll-related reports. Prepare various State and Federal reports. Perform other related work as required.

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ESSENTIAL JOB FUNCTIONS:

Accurately and promptly prepare and/or review various payroll records, including but not limited to: Social Security (FICA) and Medicare records, federal income tax (FIT) withholding records, Section 125 Insurance and Flexible Spending Account plans, Texas Municipal Retirement System (TMRS) records, deferred compensation reports, workers' compensation statements, and various other withholdings as mandated by State and Federal laws. Accurately and promptly prepare, process, and transmit State and Federal reports. Enter and submit, via computer, payroll data and related information, including cash disbursements and receipt batches for processing. Respond accurately and promptly to payroll related questions from city employees and regulatory agencies. Accurately and promptly prepare payroll and statistical reports and employment verifications. Maintain appropriate confidentiality of all payroll information. Coordinate effectively with individuals in all City departments. Communicate courteously and effectively with other City employees, supervisors, officials, and the public. Maintain tact and diplomacy in dealing with others. Read and interpret difficult source documents and computer screens. Sit for extended periods of time. Effectively use personal computer with financial, word processing, e-mail, and other software. Sort and file various types of reports. Operate various office machines. Prepare various journal entries. Answer telephones.

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OTHER JOB FUNCTIONS:

Assist accounting staff as needed. May be required to lift, carry, hold, push, and/or pull a maximum of 50 pounds of computer papers. Retrieve records and/or supplies from storage room. Keep assigned work areas neat.

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REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:

High school diploma required. Some college course credits strongly preferred, in Accounting, Business Administration, or related field.

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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Two years of computerized payroll experience preferred. Must be able to perform with minimal supervision. Accounting background preferred. Must have good working knowledge of FICA, Medicare, FIT, TMRS, deferred compensation, Section 125 insurance and flexible spending plans. Must have knowledge of payroll related rules and regulations, and accounting methodologies and procedures. Must have effective oral and written communication skills. Must be able to use spreadsheet (such as EXCEL), word processing and various other types of computer software.