

Job Class Specification

Title:	Payroll Analyst
Job Code:	658250
Bargaining Unit(s)/Grade:	Non-Represented, Grade 8
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	TBD

Summary

Under direction, performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll/benefit records and payment of funds for Council personnel. Coordinates work processes that require a thorough, working knowledge of payroll/human resource information systems, Council accounting functions, payroll processes, government regulations and the Council's bargaining unit agreements. Frequently exercises independent judgment, as well as discretion and tact, in the processing of documents and information of a confidential or sensitive nature. Performs related duties as assigned.

Essential Responsibilities *

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Coordinate and perform a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations so that employees are paid accurately and on time:
 - Collect, analyze, update and reconcile payroll data on a bi-weekly, monthly, quarterly and annual basis;
 - Examine and verify payroll, benefit, and leave data for accuracy, appropriateness and documentation;
 - Research and analyze discrepancies and process appropriate corrections;
 - Ensure the accuracy of payroll and benefit codes and maintain PeopleSoft tables as needed;
 - Research and process payroll and benefit adjustment entries;
 - Direct the calculation and application of garnishment deduction orders;
 - Prepare supplemental payrolls as needed;
 - Prepare and process manual warrants;
 - Direct the calculation of retroactive salary data as assigned.
 - Coordinate and process payroll interfaces such as direct deposit, MSRS, PERA, garnishments, GL and others requiring timely and accurate processing.
- Coordinate and monitor posting payroll transactions to the general ledger.
 - Review account codes at the position level for accuracy. Determine payroll accruals for the Metro Transit division. Resolve Treasury issues that may be caused by the payroll process.
 - Prepare reconciliations each pay period on various payroll areas, such as gross to net reconciliations, year end payroll totals, deduction balancing and general ledger balancing.
 - Determine and prepare check requisitions and general ledger entries.
 - Prepare workers compensation recovery report each year.
 - Process unemployment benefit payment each quarter.
 - Researches and resolves payroll related posting problems;

- Review, reconcile and balance payroll and benefit data for regular and variable payrolls to ensure accuracy of reporting and distribution of funds.
- Analyze and prepare schedules, adjusting journals and notes for payroll related liabilities for year-end reporting
- Reconcile and report all payroll tax information to proper authorities.
 - Prepare federal and state tax reporting forms.
 - Coordinate the production and balancing of W-2s for all Council employees.
 - Resolve issues with agencies as needed.
 - Ensure all deadlines are met to prevent penalties.
- Analyze, develop, test and implement changes to the PeopleSoft payroll system to comply with laws, internal and external reporting requirements, and system upgrades and enhancements. Perform troubleshooting and work with system analysts to resolve system problems. Maintain expert knowledge of external time and labor systems that interface with People Soft (e.g. Synergen, Hastus, TX base) and process payroll through those systems as necessary.
- Recommend and maintain payroll controls for data integrity and accuracy. Write queries designed to assist staff with the analysis of payroll data and the efficient processing of payroll. Prepare ad hoc reports as necessary. Plan and monitor work production timelines to meet strict deadlines in reporting regulations. Assist in developing new procedures as needed.
- Evaluate Union and Management proposals to determine if and/or how the payroll system can handle changes being negotiated through bargaining contracts and other plans within the Council. Coordinates system updates to salaries and benefits resulting from salary range adjustments and negotiations with bargaining units.
- Assist departments and staff in interpreting, and applying payroll and benefit laws, rules, regulations, policies and procedures; answer inquiries from internal and external clients, resolve problems and recommends solutions; refer employees to other appropriate resources as necessary; provide data for auditors, and state, or federal agencies; research payroll and benefit record keeping issues and take appropriate action as necessary. Analyze and compile information and prepare payroll related surveys, studies, projects and investigations.
- Work direction/lead work responsibilities: Provides work direction to payroll staff on day to day payroll operations, payroll processing issues and resolution of problems.
- Other duties assigned or apparent.

Non Essential Responsibilities

- Train payroll staff on new policies and procedures.

Qualifications

Education	High school graduation or GED.
Experience	Five years of full time payroll experience, experience supporting a payroll system (HRIS) or accounting/finance experience. An associate of arts degree or bachelor's degree in accounting/ finance may be substituted for two years of experience.
License Requirements	None

Knowledge, Skills and Abilities Required:

Technical	<p>Expert knowledge of applicable laws, codes, regulations and standards, methods and best practices related to public payroll systems; basic accounting principles as related to payroll processing; standard office practices; and principles and techniques of technical record keeping.</p> <p>Ability to research, analyze and retrieve data to prepare and maintain complex payroll records, summaries and reports; reconcile differences within established payroll, benefit, retirement and accounting systems; monitor, audit, reconcile and balance a variety of data and transactions.</p>
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	Expert knowledge of how the payroll process works within the HRIS System.
Computer	Expert knowledge of all Peoplesoft payroll processes including control tables and detailed functional nature of processes. Expert knowledge of Synergen, TX Base, Hastus and other software that interface with the payroll system. Expert use of MS Excel. Intermediate skill in MS Word. Basic skill in Access.
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients
Math	Level 4. Ability to interpret and apply mathematics and statistical methods and procedures gained through professional educational training
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: updated 6/06 (combined payroll methods analyst job class)