

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Payroll and Benefits Administrator

Dept.: Finance

FLSA Status: Non-Exempt, Full-time

Reports to: Finance Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The incumbent will perform a wide variety of increasingly responsible professional level financial and accounting activities.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Maintains and updates the computerized payroll system:
 - Configures payroll software to meet City requirements, such as creating new pay codes, deductions, and accruals, updating data tables, setting deduction limits.
 - Develops specifications for automated system features, exercising system expertise and knowledge; verifies functionality of applications, forms, processes, and reports; researches, tests, and evaluates payroll system errors, upgrades, and implementations.
- Processes semi-monthly payroll which includes but is not limited to inputting timesheets; generating and reconciling monthly payroll reports; preparing and submitting withholding payments and benefit payments; preparing and submitting quarterly and annual tax reports, including W-2's, and generating paychecks.
- Coordinates benefit enrollments, terminations, and changes with Human Resources; administers changes with third-party providers and in the City's software system.
- Reviews billings, payroll or other transactions for completeness and compliance with established policies and procedures, and proper authorization; resolves problems before preparing for data entry.
- Stays current on new payroll guidelines and implements new requirements by the prescribed deadline.
- Archives payroll records in accordance with the Washington State Archives Record Retention Schedule.
- Provides information and assistance to employees, as authorized; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to Human Resources for resolution.
- Generates a variety of special and recurring reports which compile hours worked, overtime, benefits, accruals, and leave tracking; researches and analyzes data for special reports, surveys, and budgeting process; traces transactions to locate and resolve discrepancies.
- Performs financial planning and analysis projects.
- Assists in preparation of the Annual Financial Report and Biennial Budget, including preparation of the salary and benefit schedules.
- Conducts research and analysis.
- Performs other duties as assigned.

Secondary Functions

- Serves as backup for the Accountant position.
- Assists with review and posting of cash receipts.
- Serves on and participates in various employee committees.

Job Scope

Position involves a moderate degree of complexity. Incumbent primarily determines own practices and procedures and operates independently with minimal supervision.

Interpersonal Contacts

The Payroll and Benefits Administrator maintains relationships with city staff and with the public. Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

Specific Job Skills

Knowledge of:

- Full-cycle payroll processing.
- Advanced knowledge of payroll and employee benefit regulations.
- Generally Accepted Accounting Principles (GAAP) and governmental accounting principles and requirements of the Governmental Accounting Standards Board (GASB).
- City government organization, functions, policies, and rules and regulations.
- State of Washington Budgeting, Accounting and Reporting System (BARS) Manual.
- General accounting functions and practices.
- Proficient computer skills including but not limited to Microsoft Office Suite and financial operating software systems.

Ability to

- Prepare and process a variety of records and reports.
- Understand, interpret and apply complex rules and regulations, policies and procedures, and assure transactions are recorded accurately.
- Read, interpret documents, and calculate figures.
- Exercise individual initiative and discretion in confidential matters.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.
- Maintain accurate financial records in accordance with applicable laws and regulations.
- Research system errors or omissions and coordinate corrective action.
- Demonstrate attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Meet deadlines.

Mental Activities

Position requires frequent decision making, use of discretion, independent judgment and/or action, interpersonal skills, teamwork, problem analysis, customer service, ability to read, write, speak, and understand English and perform basic and advanced math; occasional creativity and negotiation; rare mentoring and training/supervision.

Physical Activities

Position requires frequent hearing, sitting, fingering, and repetitive motions of hands and wrists and occasional standing, walking, stooping, reaching, feeling, talking, handling, and bending. Position requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

A minimum of three years of increasingly responsible experience in full-cycle payroll administration at a professional level affording a familiarity with complex integrated payroll/accounting systems, or a combination of experience and training that provides the candidate with the knowledge and skills to perform the job.

A bachelor's degree in business administration, accounting or related field is preferred.

Certification as a Payroll Professional (CPP) from the American Payroll Association is preferred.

Special Requirements

- Successful completion of pre-employment background and credit check.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate.