



POSITION DESCRIPTION

JOB TITLE: Payroll Analyst I Job Class:	
DATE	OFFICE Office of Finance DEPARTMENT Financial Services - Payroll
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Grade: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Assists in the management and supervision of daily MPS payroll operations and in the daily supervision of office staff and their assigned responsibilities. Coordinates the on-line time and attendance system processes and schedules and administers routine adjustments of employee's wages, taxes, garnishments and other deductions. Serves as the districts back up to the Payroll Supervisor. Facilitates bi-weekly payroll operations.</p>	

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides work direction for office staff and their assigned responsibilities and schedules.
2. Assigns work, explains, and documents the methods and processes followed.
3. Coordinates the repayment and disposition of adjustments due from employee wages, taxes and other employee deductions and corrects the more wages, taxes and other employee deductions and corrects the more complex errors on payroll checks.
4. Administers off-cycle payroll processing, including correction of system generated errors in wages, taxes and deductions and coordinates with the Office of Human Resources Benefits, Compensation and Pension department to ensure correct rates of pay, deductions and board paid benefits.
5. Coordinates the schedule for on-line time and attendance and administers the procedures to convert the data into the PeopleSoft payroll system for processing.
6. Reconciles year to date balances and adjustments to FICA, pension and annuity wages, deductions and federal and state taxes on a bi-weekly basis.
7. Oversees the administration of established pay calendars for all employee groups and validates correct payment on bi-weekly payroll schedule.

8. Responds to employee and supervisor questions on complex and/or disputed payment situations involving such things as sick leave eligibility, year-to-date earnings, pension and extra payments.
9. Enforces payroll policies and performs payroll related audits and other related duties as assigned by the Payroll Supervisor.
10. Actively support the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision by the Payroll Supervisor.

SUPERVISION EXERCISED: This position (a) assigns duties; (b) outlines methods; (c) directs work in process; (d) reviews completed work; (e) signs or approves work; (f) evaluates subordinates; and (g) make hiring recommendations.

The position has coordination responsibilities for 1 payroll associate and 5 payroll assistants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements:

A Bachelor's Degree with an emphasis in accounting or finance, or a similar field is required. Previous payroll experience is required.

Experience Requirements:

Three years of Payroll experience, preferably in an automated environment is required; Infor or Lawson HRIS/Payroll system experience preferred. PeopleSoft payroll experience is desired. Payroll experience with a large public sector entity is desired.

Knowledge, Skills, and Abilities:

Incumbent must have in-depth knowledge and experience with the entire payroll process including time reporting, payroll processing, payroll deductions, and check printing. Must have knowledge of IRS requirements for tax withholding and remittance, quarterly tax filings, and W-2 and W-4 processing. Knowledge and experience in administering court directed garnishments is necessary. Incumbent must have the ability to work under significant stress and short time lines. The ability to interface on a routine basis with distraught employees to resolve their payroll concerns is required. Experience in use of an integrated payroll software system is required, PeopleSoft experience is desired and Infor/Lawson experience preferred.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

