

Approved:	
Revision:	10/6/21
Department:	Finance
Unit:	Confidential
Grade:	6
FLSA Status:	Non-Exempt

Job Description **PAYROLL SPECIALIST - Confidential (C)**

BASIC FUNCTION

Performs complex payroll calculations including implementing new labor agreements, tax laws and retroactive payments, prepares all requisite reports, processing of W-2's and required filings, maintains and operates payroll software, provides administrative support, and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Prepares and processes all payroll system outputs, including electronic files and reports for accurate and timely payments, including tax liabilities and reports, within statutory requirements;
- Prepares and maintains all payroll processing documents and payroll reports, utilizing the Library's computer-based payroll system;
- Performs payroll system maintenance, such as updating and maintaining data tables, tax tables, PERS rate tables, and others that relate to accurate processing of each payroll cycle;
- Reviews and audits data updated in the Payroll system by Human Resources staff;
- Ensures that the time entries are consistent with appropriate contracts, labor agreements, administrative policies and procedures, communicates with required personnel to resolve discrepancies;
- Calculates and accurately prepares all manual payroll checks;
- Reviews edit documents, corrects errors, and balances payroll for each pay period;
- Prints and distributes payroll checks and electronic payments;
- Processes third party liability reconciliation and payments accurately and timely;
- Examines, reconciles, balances and prepares adjusting entries related to payroll accounting records;
- Maintains accumulated leave records for all employees, including annual leave used and accruals, bonus accruals, and adjusts and corrects computer file records as needed;
- Provides information to other Library staff and the general public on matters related to payroll procedures and applicable laws, rules, policies and regulations;
- Advises on appropriate procedures for timesheet preparation (electronic or paper) and other payroll documentation;
- Implements terms of new labor agreements, as needed;
- Prepares quarterly and annual reconciliation statements for payroll related liability accounts by the 15th of the following period end;
- Prepares and passes journal entry adjustments in the general ledger for correcting entries;
- Files required statutory reports including but not limited to Federal, State, and other required reports on a timely basis;
- Maintains positive relationships with other Library staff, governmental agencies and members of the public; interacts with others with mutual respect;
- Requires regular and punctual employee presence;
- Acts as a representative of Sacramento Public Library to the public;
- Uses sound judgment and accepted accounting practices, follows Library policies, and ensures compliance with all applicable state and federal regulations affecting payroll processing.
- Keeps abreast of payroll and accounting principles and trends by attending workshops and educational programs and reading periodicals and specialized literature; and recommends more efficient practices;
- Attends meetings and events; participates in various teams when needed;
- Performs other related duties as assigned.

SACRAMENTO PUBLIC LIBRARY CORE COMPETENCIES

All employees of Sacramento Public Library are evaluated on the following competencies:

- Accountability
- Communication
- Customer Service Focus
- Respect for Others

REQUIRED KNOWLEDGE SKILLS AND ABILITIES**Knowledge of:**

- Sacramento Public Library's policies and procedures;
- Considerable knowledge of the principles and practices of payroll preparation and management;
- Basic accounting practices and principles;
- Data processing requirements associated with automated payroll systems;
- Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software, including payroll and accounting packages.

Ability to:

- Work with high degree of accuracy and speed;
- Ability to interpret and apply applicable federal and state payroll regulations, and Library rules, policies and procedures;
- Understand the customer's needs and deliver services by focusing on the customer;
- Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
- Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner;
- Possess attention to detail and follow through on tasks effectively and efficiently;
- Effectively and efficiently organize, track, and maintain financial records;
- Successfully and proactively communicate with other staff members and members of the public;
- Establish and maintain effective working relationships with other staff and work as an effective team member;
- Communicate effectively, both orally and in writing;
- Establish priorities and organize workload effectively and efficiently while paying attention to detail and complete assignments under pressure;
- Maintain a pleasant and productive working atmosphere; and
- Keep relevant parties informed of all major issues and to recommend changes as appropriate.

Skill in:

- Operate relevant computer systems, including hardware and software, and office machines.

Education and Experience:

- Associate's degree in Accounting or equivalent or related field; and
- Three years or more relevant payroll related accounting experience, including experience with automated payroll processing systems, or equivalent technical training, education, and/or experience.

OTHER REQUIREMENTS

A valid Class C California Driver's License is required at the time of appointment.

PHYSICAL/MENTAL ABILITIES

1. Mobility - Ability to remain in a stationary position for long periods of time while operating a keyboard; occasional movement about the inside of the office to access file cabinets, books, office machinery, etc.;
2. Move - Occasional movement of items weighing 10 pounds or more;
3. Perception - Ability to observe details at close range; frequent need for use of color perception, reading and/or close-up work;
4. Communication - Constant communication in person and on the telephone; occasionally speaking in front of large groups of people;
5. Special Requirements - Requires occasional weekend or evening work, including on-call during weekend and nights for emergencies;
6. Emotional/Psychological - Constant concentration, decision-making and public contact; ability to exercise sound judgment, especially under stressful situations; and working alone; and
7. Environmental Conditions - Occasional exposure to noise.

The incumbent must be able to satisfactorily perform the essential functions of the position. If requested, reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions of the position, absent undue hardship.

Employee Signature

Date