

City of Grand Rapids Job Description

Job Title: Payroll Clerk/Human Resources Technician
Department: Finance/Human Resources
FLSA Status: Non-exempt
Approved By: City Council
Approved Date:

Summary: Performs intermediate skilled administrative support work in payroll, and accounts receivable, providing administrative support to the Human Resources Officer, compiling data to maintain payroll database systems, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Finance and Human Resources Officer.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. 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 that position. Other duties may be assigned.

- Processes payroll for all City employees by compiling data from Attendance Enterprise, time sheets and other records: transfers and/or enters data into computer payroll system; reviews wages, deductions and makes corrections to ensure the accuracy of payroll and compliance with various union contracts and issuing payroll checks and maintaining direct deposit transfers.
- Provides payroll information to Accountant for data entry into payroll maintenance system in regards to pay rates, account numbers for payroll distribution, tax withholding information, and various payroll deductions for each employee to update master payroll records.
- Prepares check requests and electronic file transfers for payment of tax withholding, court mandated withholdings, and employee benefits (i.e. union dues, health and dental insurance, life insurance and pension plan).
- Monitors earnings and length of employment of seasonal employees to determine eligibility for participation in the Public Employee Retirement Association pension plan.
- Maintains and updates the Attendance Enterprise program, trains employees on use of system, and troubleshoots any problems with system. Enters data into computer system.
- Generates various reports from payroll records for other governmental agencies, auditors, and City departments, including earning history, tax reports, and W-2s and wage additive information
- Calculates and processes payment of withholdings classified as private data which include wage garnishments and child support deductions.
- Prepares accounts receivable records and billings, including lodging tax.
- Assists the Accountant in the preparation of all bank deposits and reconciliations, except for the payroll accounts.
- Maintains spreadsheet showing step and longevity wage increases for all union employees and notified department heads of upcoming pay increases.

- Develops computer spreadsheets for reconciling employee benefits, monitoring individual COBRA coverage periods; and for recording data for calculating retroactive pay adjustments for various bargaining units.
- Prepares special assessment records and maintains the special assessment systems under the direction of the Finance Director. Answers special assessment related questions from departments and public.
- Assists with benefits administration; processes plan enrollments, changes and terminations; assists with the coordination of open enrollment material distribution; processes death claims.
- Assists with compensation activities; maintains EEO and pay equity records and assist with preparation of compliance reports.
- Participates in maintenance to the human resources module; develops database queries and provides reports as requested.
- Performs other duties and assumes other responsibilities as directed by the Finance Director, Assistant Finance Director, and Human Resource Officer.
- Answers incoming telephone calls and provides information or routes calls as required.
- Assists the Human Resources Officer with administering compensation and benefits, insurance, workers compensation, unemployment, and verification of employment requests.
- Prepares and maintains T Hangar and private land lease contracts, quarterly and annual invoicing, insurance certificates, and updates FAA based aircraft inventory program for the Grand Rapids airport.
- Receives and processes payments for all rental inspection permits, as well as building, zoning, and storm water permits, while maintaining payment records in both databases.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

- Graduation from an accredited institution with an Associates Degree in Administrative Office Specialist, with coursework in business, accounting, or related field and moderate experience working in payroll, accounting, human resources, or equivalent combination of education and experience.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures and technology; working knowledge of governmental accounting principles and practices.
- Thorough knowledge of applicable accounting and payroll laws, regulations, policies, practices, procedures and guides.
- Thorough knowledge of standard business and payroll accounting correspondence.
- Thorough skill operating standard office equipment and related hardware and software
- Thorough skill operating standard accounting software
- Ability to compute rates, ratios and percentages.
- Ability to perform arithmetic computations using whole numbers, fractions and decimals accurately and quickly.

- Ability to understand and apply governmental accounting policies in maintenance of financial records.
- Basic knowledge of human resources and employee benefits principles, concepts and practices.
- Knowledge of business letter writing and report preparation.
- Knowledge of the principles and practices of computerized records maintenance.
- Skill in communicating clearly and concisely, both verbally and in writing.
- Strong computer skills, including use of HR module, word processing, database, spreadsheet, presentation and email applications, as assigned.
- Skill in providing exemplary customer service with a focus on compliance.
- Skill in auditing and processing a wide variety of personnel and benefits transactions.
- Skill in designing and maintaining accurate and effective filing systems.
- Skill in operating a variety of office equipment.
- Ability to use initiative and independent judgment within established policies and procedural guidelines.
- Ability to perform research, analyze and summarize data in both narrative and numerical form.
- Ability to work under pressures of time constraints and conflicting demands.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and other employees and the general public.
- Ability to maintain confidentiality.
- Ability to read, interpret and apply a variety of complex materials and instructions, including laws and regulations, related to human resource and benefit administration.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), must have the ability to attend work on a regular basis.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.