



JOB DESCRIPTION

TITLE: Payroll Coordinator
DEPARTMENT: Finance Department
GRADE: 13
FLSA: Non-exempt
EEO DESIGNATION: Professionals
REVISION DATE: 05/15/2018

POSITION SUMMARY

Under the general supervision of the Assistant Finance Director this position performs all payroll related responsibilities.

ESSENTIAL FUNCTIONS:

- Maintain the highest level of employee confidentiality.
- Take ownership of all duties related to the payroll function. This includes utilizing software to calculate payroll earnings, deductions, taxes, general reporting and reconciliation.
- Responsible for staying current with all state, federal and City personnel policies and regulations by seeking out and attending trainings or webinars where needed.
- Must be able to prioritize the workload and manage time independently and effectively.
- Be available to answer employee questions and issues regarding payroll.
- Have the ability to resolve complex issues.
- Coordinates payroll related invoice processing and vendor check distribution with the accounts payable tech. Reviews payroll vendor statements monthly to ensure all payments have been made paid in a timely manner.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Requires an Associate's degree from an accredited institution in the field of Accounting, Finance, Business or a related field, Bachelor's degree is preferred. One year of accounting or payroll experience, or two years of other related experience is preferred. Experience in a municipal setting is also preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to learn Tyler In-Code version X financial software.
2. Ability to work independently to establish workload and project priorities.
3. Ability to gain a comprehensive knowledge of City ordinances, charter provisions and State laws as they pertain to City payroll expenditures.



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4. Knowledge of payroll practices, tax and payroll laws.
5. General knowledge of modern office management principles, practices and equipment.
6. Collect, organize and analyze often complex information and convert it into clear, concise reports, to carry out statistical function: and to apply word processing, spreadsheet and other personal computer applications.
7. Communicate effectively both verbally and in writing, as well as with other city staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
8. Establish and maintain effective working relationships with employees, public officials, and the public.
9. Meet expected deadlines, make decisions and take direct, positive action under adverse, stressful and sometimes litigious circumstances.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position requires light physical effort. It may include frequent lifting of up to ten (10) pounds. Some bending, stooping, and/or lifting will be required. Considerable walking may be involved. Ability to sit or stand at a computer terminal for extended periods is required.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.