

**CITY OF OWOSSO
JOB DESCRIPTION**

PAYROLL SPECIALIST

Supervised by: Finance Director
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Finance Director or other designated official, performs a variety of account keeping functions associated with payroll and general ledger maintenance. Assists employees and answers payroll related questions.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Processes regular and special payrolls for City employees. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit premiums, retirement allocations and other withholdings. Processes checks and direct deposit requests. Assists employees with questions and concerns regarding payroll, benefits, leave and other deductions.
2. Preserves and updates necessary payroll and payroll-related files. Enters data and ensures information is properly recorded, secured, and remains confidential. Executes changes in current employees' benefit coverages, deductions, or withholdings as needed. Processes pay adjustments or other changes, such as wage garnishments, that affect payroll.
3. Ensures payroll, time-off accruals, and other deductions are administered in compliance with applicable labor contracts and employment agreements. Maintains awareness of any changes in policies and government regulations applying to payroll. Implements negotiated changes in bargaining agreements to comply with new standards.
4. Prepares and submits monthly Municipal Employees' Retirement System (MERS) pension reports and authorizes direct debit payment through MERS website.
5. Submits bi-weekly contribution detail reports to MERS and Nationwide Retirement Solutions.
6. Enters, reports and maintains employee records for third party sick pay.
7. Reconciles, prepares and submits quarterly 941 reports. Balances, prepares, submits and distributes W-2s to employees, State of Michigan and Social Security Administration (SSA).
8. Create ACH detail report and direct deposit file to bank and shares positive pay files for payroll and remittances.

9. Prepares and posts journal entries, verifies and balances reports to the general ledger, performs account reconciliations, and researches and resolves accounting discrepancies.
10. Prepares, reconciles and submits quarterly reports to Michigan Municipal League (MML) unemployment compensation group and MiWAM State of Michigan unemployment group.
11. Calculates and submits annual workers' compensation payroll estimates to MML and prepares workers' compensation fund payroll self-audit submission.
12. Prepares and submits annual Michigan Department of Transportation Wage/Fringe Report.
13. Enters data, creates and maintains spreadsheets, and prepares standard and special financial reports. Prepares and composes forms, correspondence, reports, memos, and other similar documents and/or materials.
14. Types, copies, enters data, and completes other projects as assigned. Sorts and distributes mail, files, prepares mailings, and performs other related tasks.
15. Responds to payroll inquiries from employees and department managers. Resolves routine issues independently and refers more complex situations to the appropriate party.
16. Performs other duties as assigned.
17. Serves as back up to the biweekly accounts payable process.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's degree in general accounting or business management required. Additional college or vocational training in business administration, bookkeeping, or related field is preferred.
- Four years of experience in an office setting performing accounting, bookkeeping, or related duties is required. Previous experience in a municipal setting preferred.
- Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Knowledge of the methods and techniques of record keeping, filing, records management, and financial reporting.
- Skill in maintaining and updating records and related systems, assembling and analyzing financial data, tax information, and preparing comprehensive and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

- Skill in the use of office equipment and technology, including computers, specialized financial systems (BS&A), and other related software, and the ability to master new technologies.
- Ability to type, enter data, and prepare reports with speed and attention to detail.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, move around the office to travel to other locations, and lift and/or move items up to 25 pounds in weight. The noise level in the work environment is usually quiet.