

# South Jordan City

## Job Description

<b>Title:</b>	<b>Payroll Coordinator</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Org:</b>	<b>100330</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>12</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform technical and professional duties in support of the human resource department with primary emphasis on payroll administration; provides support in areas such as recruitment, salary studies, and maintaining personnel records. Perform a combination of duties necessary to process and maintain payroll. Maintain a high degree of confidentiality.

### SUPERVISOR

Human Resources Director

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Process payroll sheets; input and record employee work hours; file timesheets. Prepare payroll; determine employee earnings and calculate employee withholdings (i.e. state taxes, federal taxes, social security, retirement, and insurance using City database system. Print payroll checks; maintain year-to-date records of wages, deductions, taxes, and benefits.

Maintain record of work time, sick leave, and annual leave and comp time accrual and usage. Prepare and distribute leave record reports. Conduct semi-annual compensatory time audit for City departments.

Make federal withholding tax deposits, reconcile and generate checks for payroll deductions/benefits with various private, state and federal agencies. Create correcting general ledger entries for payroll, benefit, and withholdings.

Respond to verbal and written employment verification requests from various lending institutions, local agencies, or other districts.

Process and follow-up on wage garnishments and levies by federal, state, and county court orders.

Prepare and issue annual W-2's for tax purposes. Prepare and process various local, state, and federal reports as required. Prepare monthly or quarterly financial reports and payments related to payroll, including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, COBRA, etc.

Monitor changes in tax laws; assures payroll compliance; prepare annual reports of payroll, retirement, and disability insurance.

Coordinates with insurance carriers to resolve billing, invoice, or other related financial problems; reconciles benefit and premium reports. Reconcile and process Department of Workforce Services and Employee Assistance Program billing.

Manages, 401(K) or 457 loan tracking, flexible spending accounts, and donated leave tracking.

Receives and processes employment applications; may rate and rank applications to create a certified list of eligible applicants. Schedules appointments and interviews, prepare interview paperwork, perform duties related to recruitment close out.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from High School or G.E.D

AND

B. Three years' experience basic bookkeeping, accounting, etc. obtained through professionally sponsored workshops or college enrollment

2. Special Qualifications:

Valid Utah Class D Drivers License

Fundamental Payroll Certification (FPC) preferred

3. Knowledge, Skills and Abilities:

Ability to operate a personal computer and Microsoft products. Skills of accuracy, critical thinking, decision making, deductive reasoning, dependability, judgment, and project and quality management. Must be able to generate spreadsheets including calculations and formatting, generate letters using word processing software, and generate reports from a database.

Ability to apply the principals, theories, and concepts of basic accounting as applied to payroll administration. Ability to create reports through available sources. Ability to perform complex mathematical computations including arithmetic, algebra, interest, statistics and percentage calculations.

Ability to communicate effectively, verbally and in writing; evaluate information to determine compliance with laws, regulations and standards; learn and understand complex aspects of payroll and benefit administration.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Human Resources</b>	<b>EEOP Class:</b>	<b>Prof</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>785</b>