



# CITY OF BANNING, CALIFORNIA

## Payroll Coordinator

Job Code: 1135

FLSA             Exempt             Non-Exempt

---

**JOB DEFINITION:** Under general supervision, performs routine to moderately complex technical and specialized duties in the preparation, processing and maintenance of the City-wide payroll and related records; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Depending on the area of the assignment, duties may include, but are not limited to the following:

Reviews and processes payroll action forms and resolves discrepancies with Human Resources; ensures employees are correctly set up in the payroll system; verifies, audits, edits and processes biweekly employee payroll in accordance with City policies and procedures and labor contract agreement provisions; generates reports and verifies accurate reporting of changes in pay, payroll status, benefits, taxes and other deductions, as well as retroactive pay adjustments and terminations; verifies and edits attendance and work hours data entered by departments; works with departments to resolve reporting problems and errors; enters work hours, leaves taken, overtime and account codes for employees with labor distribution and for part-time employees; processes adjustments to individual employee pay to correct errors; processes employee payroll deductions, benefits elections and tax changes; monitors eligibility dates and initiates set up of annual enrollments/increases and floating holiday accruals. Processes and data enters special payroll transactions, such as wage assignments, liens, and child support payments; makes payroll system adjustments to ensure appropriate payroll tax treatment of retroactive and other special wages; generates and checks preliminary and final payroll reports and registers; runs leave accrual processes; generates paychecks; processes void and reissued paychecks; ensures timely and accurate posting of payroll to the financial accounting system and generates electronic bank deposits; generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes. Posts deduction and benefit amounts to subsidiary ledger accounts; prepares payment authorizations for vendors; generates EFT transfers for tax deposits; reconciles quarterly tax reports to the general ledger; prepares and submits quarterly tax returns and media files for transmission; reconciles payroll liability accounts, resolves discrepancies and posts adjusting journal entries; responsible for required maintenance of payroll software. Answers department and employee questions regarding payroll and benefits deductions by explaining requirements, policies and procedures; responds to requests for salary verification. Researches and remains current on Federal and State payroll tax law changes, pension, benefits and other applicable regulations affecting payroll. Maintains required files and records; researches transaction history to verify payroll totals, accruals and audit questions. Performs user testing of system updates. Attends a variety of meetings, training sessions and seminars as required. May oversee the work of temporary employees assigned to work area. Performs related duties and responsibilities as assigned.

(continued on reverse side)

# CITY OF BANNING, CALIFORNIA

## Payroll Coordinator

Job Code: 1135

---

### KNOWLEDGE AND SKILLS:

- Federal, State and City laws, regulations, rules and guidelines applicable to timekeeping, payroll preparation and pay reporting.
- Methods, practices, documents and terminology used in processing payroll transactions and in payroll recordkeeping.
- The City's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data.
- Payroll and deductions policies, practices and procedures, including garnishment and employment verification.
- Records management and file maintenance procedures.
- Standard office practices and procedures.
- Principles and practices of quality customer service and sound business communication.
- The City's human resources policies and labor contract provisions.
  
- Operate a computer using word processing, spreadsheet and accounting system applications; operate a calculator and other standard office equipment.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with City rules, policies and department procedures.
- Make calculations and tabulations and review payroll and related documents and information with speed and accuracy.
- Understand and follow written and verbal instructions.
- Learn and apply new information.
- Schedule, organize, analyze and complete work in accordance with established guidelines.
- Prepare clear and accurate payroll records and reports.
- Prepare and maintain accurate and complete specialized records and files.
- Communicate clearly and effectively, both orally and in writing, and work cooperatively with employees, customers, the general public, vendors, co-workers, department representatives, supervisors, management and others encountered in the course of work.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential payroll issues and situations.
- Maintain complete confidentiality of sensitive employee information.

**MINIMUM QUALIFICATIONS:** Three years of progressively responsible experience in payroll, tax and insurance deductions and employee customer service. Experience in municipal payroll operations is desirable. An Associate's degree with major coursework in accounting, bookkeeping or a closely related field. A Bachelor's degree is preferred.

**ADDITIONAL REQUIREMENTS:** Must have and maintain a valid California Class C Driver's License.