



City of Pittsfield *Job Description*

Position Title:	Payroll Specialist	Grade Level:	04/70
Department:	Finance & Administration	Union/Non-Union:	S&P
Reports to:	Assistant Treasurer	Date Prepared:	01/24/2018

Job purpose

Compiles payroll data, to include hours worked, taxes, insurance, union dues to be withheld from time sheets and other time records. Prepares payroll and payroll-related reports for the City and School Department. Coordinates the disbursement of funds for payroll and benefits. Work performed is complex and requires considerable degree of decision making.

Duties and responsibilities

1. Prepare, verify and proof payroll warrant and coordinate on line data entry of payroll.
2. Maintain payroll files and databases including master file, job pay, employee deductions, salary tables, longevity tables and auxiliary files for City and School Department. Prepare payroll checks, advices, and related reports.
3. Prepare non-contributory retirement warrants. Create and run miscellaneous and void warrants, as required.
4. Process payroll liens in accordance with court orders.
5. Set up payroll direct deposits and ensure timelines of direct deposits are followed.
6. All tasks related to deferred income programs administered by the treasurer's office.
7. Answer questions regarding payroll issues and concerns. Assist in training City and School Department personnel on payroll features within City's information system.
8. Answer telephone and provide caller with requested information, or forward call to appropriate personnel.
9. Prepare routine memos, correspondence, reports, and other documents.
10. Provide back-up to department staff.
11. Answer telephone and provide caller with requested information, or forward call to appropriate personnel.
12. Prepare routine memos, correspondence, reports, and other documents.
13. Provide back-up to department staff.
14. Performs other similar and related duties as assigned

Qualifications

1. High school diploma or equivalent
2. Specialized training and/or experience in payroll/accounting/bookkeeping/finance
3. Excellent interpersonal skills; ability to interact with the general public, handle difficult assignments for making decisions, accept responsibility and work without constant supervision, and perform administrative duties independently.
4. Demonstrates exceptional follow-through of duties as assigned.
5. Strong computer and internet skills, including Microsoft Office suite (Excel, Word, etc.)
6. Strong working knowledge of MUNIS preferred.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Administrative Manager, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

Direct reports

None

Approved by:	<i>Michael J. Taylor</i>
Date approved:	
Reviewed:	<i>01/24/2018</i>