Job Title: Payroll Specialist  

**Job Code:** 16140

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### JOB SUMMARY

The Payroll Specialist is responsible for the coordination/management of payroll operations and related transactions.

### MAJOR DUTIES

- Advises employees or retirees on benefit programs, tax withholding options, payroll-related laws, payment deductions, deferred compensation, employee deduction program, etc.;
- Analyzes/audits payroll for accuracy of preparation/posting;
- Computes or reconciles balances, and makes corrections;
- Conducts research and compiles statistical reports, statements and/or summaries related to pay and benefits accounts;
- Maintains payroll records, and provides information based on regulations and confidentiality requirements;
- Processes/administers third-party requests involving employee pay, such as garnishments, levies, bankruptcies and child support wage assignments;
- Acts as a liaison between the payroll section and other government agencies, consultants and other outside businesses in resolving problems;
- Assists in the development and revision of payroll policies and procedures in accordance with generally accepted accounting principles;
- Completes routine payroll-related forms, such as unemployment certifications, W-2’s, W-4’s or stop payment requests;
- Provides on-the-job training for staff and/or technical college employees;
- Supervises and plans work for assigned staff.

### COMPETENCIES

- Ability to analyze and interpret payroll data and statistics
- Knowledge of general accounting principles
- Ability to understand the relationship between payroll and financial systems
- Ability to work independently
- Ability to oversee all payroll related functions
- Knowledge of pay and benefit processes
- Knowledge of records retention practices
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
MINIMUM QUALIFICATIONS

Associate Degree *and* Three (3) years of payroll or related accounting experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.