



<b>DATE</b>	April 2024
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Payroll Coordinator  
 DEPARTMENT/DIVISION: Finance  
 REPORTS TO: Senior Accountant

**SUMMARY:** Responsible for performing professional payroll activities ensuring employees are accurately paid, payroll taxes are calculated, deductions are processed and reporting is completed. Prepares monthly, quarterly, and annual reports within required guidelines. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Payroll preparation including payroll calculation, check preparation, validation and balancing, employee garnishments and levies, federal and state governmental reporting, maintains employee earnings and leave balances in Infor HR Talent, and ensures the proper pay-out calculation of term employees.
- Responsible for the development, testing and implementation of new pay and deduction codes inside Infor HR Talent and coordinates with other departments in to prepare for any changes related to pay calculations.
- Coordinates with other entities (departments, banks, software companies) to design, test and implement integrations between Infor HRT and WFM with 3<sup>rd</sup> party systems required as part of the payroll process (including HRIS Software, Timekeeping Software, BSI Tax Software and MHC Check Processing software).
- Maintains operation and maintenance of Infor HR Talent and Infor WFM Software integrations and data, reviewing and verifying data is integrated without error into HR Talent, troubleshoot problems and report issues to software vendors
- Respond to and solves employee inquiries regarding payroll
- Provides training on automated pay and time and attendance system
- Responsible for annual maintenance of Infor HR Talent and Timekeeping software related to timecard pay periods and holidays, and timecard system calculates appropriately with FLSA standards
- Process monthly, quarterly, and annual reports related to payroll operations in compliance with State and Federal government rules and regulations.
- Process timely and accurate tax deposits through EFTPS system and produce accurate W-2 forms in accordance with IRS deadlines and in compliance with state and federal laws and Social Security Administration regulations.
- Process ACH and WIRE banking transactions related to payroll including direct deposit and retirement program deduction reporting for MissionSquare and TMRS.
- Reconciles and ensures City payroll liability accounts are reconciled and payroll general ledger entries are accurate in accordance with the payroll register.

- Prepare any correcting payroll general ledger journal entries for approval to Senior Accountant
- Provides information related to annual audit and accruals as part of the Accounting Division year end processes.
- Process payroll for RECOGNIZE gift card taxes
- Maintains and tests patches and updates to automated timekeeping system, automated payroll processing system, and/or, other related systems.
- May provide analysis of pay calculations and budgetary estimates for new incentives offer by the City.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Lead responsibility over staff supporting the payroll function.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of payroll processing principles and practices in a municipal setting;
- Knowledge of applicable Federal, State, and Local laws, rules, regulations, processes, and procedures;
- Knowledge of automated payroll processing systems;
- Knowledge of automated timekeeping systems;
- Skilled in calculating overtime for regular and civil service employees;
- Skilled in auditing employee pay for accuracy;
- Skilled in implementing payroll-related corrections;
- Skilled in creating and facilitating employee training;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in General Business or related field plus one year of experience processing Payroll
- OR**

- High School or GED three years experience processing Payroll for a Texas Municipal Government

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must pass a financial background check.