

# Job Description

## Human Resource Use Only

**Position Number:**  
**Step/Grade - H**  
**Effective Date: 01/2018**

### POSITION IDENTIFICATION

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**Position Title:** Payroll Administrator  
**Division:** Finance  
**Status:** Full time Non-Exempt  
**Normal Workweek:** Monday-Friday (7:30am – 4:30pm)

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Finance Director  
**Directly Supervises:** No supervisory responsibilities

### POSITION PURPOSE

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Under the direction of the City Finance Director, this position performs a variety of payroll, insurance and accounting procedures; does related work as required. The employee in this class is responsible for the accurate processing of all payroll functions. The work involves performance of a variety of account-keeping, pre-auditing and related tasks. Collects and protects sensitive employee data entrusted to the city. Most of the assignments are recurring in nature, but the employee is expected to exercise a certain amount of judgment and resourcefulness in dealing with unusual circumstances. An employee of this class is expected to proceed with a high degree of independence; however, work is performed under the general direction of the Finance Director.

### ESSENTIAL DUTIES

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- Processes payroll from departmental input of time cards, input rates of pay and cost center distribution, balancing payroll with financial interface, preparing the ACH file for employee payments and when appropriate printing of checks and all reports, and processing payments for payroll taxes and deductions in adherence with time deadlines associated with each payment. This includes any pay adjustments due to COLA's or errors discovered in a prior payroll. Establish Payroll calendar for each year, which delineates pay dates for biweekly and monthly employees. Maintains Grades and Steps for pay plan related processing of union contracts and city pay plan.
- Processes new employees for compliance with all state and federal reporting of "New Hires." State of Wisconsin "New Hire" reporting.
  - a. Including I-9 Verification of employment reporting
  - b. Setting up employee in Payroll Software and maintaining over the term of their employment.
  - c. Social Security verification
- Oversee process for retiree billing, including follow-up on unpaid accounts and cancellation of coverage notices where appropriate. Prepares and balances monthly billings for all insurances. Track birthdates for monitoring compliance with retirees health benefits.

- Enroll all employees in benefits (Health, Dental, Vision, Flex, Life Insurance, short term disability, other voluntary benefits and where appropriate enroll in FICA Alternative Plan. Conducts Life and Short-term Disability Insurance meetings with employees.
- Make changes and/or dis-enroll employees from benefits when separating employment.
- Produce Flex Non-Discrimination Census
- Track Union and Non-Union benefits in accordance with labor agreements and city pay plan. (i.e. transit sick leave, non union pre act 10 benefit payout amounts)
- Report to 3<sup>rd</sup> Party all employees separating employment for COBRA Benefit determination. Monitor dependent coverage phase out upon turning 26 years old.
- Balance and approve Health, Dental, Vision, Disability monthly billings
- Answers inquiries regarding employee wages and benefits
- Produces various reports for compliance with federal, state and other reporting (i.e. EEOC, Census for renewal of Health, Dental, Worker's Compensation.
- Produce compliant reports for departmental staff as to protect all sensitive employee information entrusted to the city.
- Sets up and determines proper payroll deduction codes for taxes, FICA, pension, insurance, union dues, etc. for new hires, retirements and terminations.
- Prepares and balances monthly and annual payroll related reports.
- Prepares and balances quarterly 941 along with annual W-3, W-2 processing.
- Tracks data to produce the ACA Reporting Requirements (1095C)
- Process Meal and Clothing Reimbursements to employees.
- Monitor taxability of employees with Car Allowances and report where appropriate.
- Acts as Agent for the City and Utility (MPU) with the WI Retirement System.
- Maintains employee data files for use in preparing budgets. Prepares budget worksheets for salaries and benefits.
- Set-up web for employees to allow Open Enrollment annually and process all changes elected by employees at the appropriate time to enable making appropriate deductions.
- Maintain the City's Fixed Assets for Financial Statement Preparation.
- Create all Vendors for city accounts payable process.
- Create Wellness Clinic Roster for eligibility determination by Clinic Staff.
- Produces various Account Receivable Billings for (MPU, Sprint Tower rental, Missed employee deductions
- Processes unemployment compensation claims and monthly and quarterly reports. Responds to Department of Workforce Development inquiries dealing with Unemployment related issues.
- Assists in preparing annual budget, 5-Year Capital Improvement Plan and Comprehensive Annual Financial Report, as well as preparing a variety of monthly and quarterly reports.

## **OTHER DUTIES**

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- Acts as primary clerical support for the Finance Director.
- Acts as primary back up to Treasury when Clerk is absent.
- Other related duties as assigned.

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** Associate Degree in Accounting or Business Related Field. Or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the employer.

**Experience:** Three to five years' experience processing payroll for a small to medium sized company. Preference will be given for experience in a union working environment and direct municipal payroll experience.

**Certifications/Licenses:** No certifications or licenses required

**Other Requirements:** No other requirements

## **KNOWLEDGE, SKILLS, & ABILITIES**

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This position must possess working knowledge of pertinent state and federal laws pertaining to payroll such as but not limited to FICA, Employee Deductions, Wisconsin Retirement System (WRS), Child Support Enforcement, Unemployment Compensation and COBRA; the ability to work cooperatively with department heads and elected officials for appropriate data requests; efficiently adapt to existing and new business function software packages; possess working knowledge of Microsoft Office Suite; perform business level mathematical calculations accurately. Ability to make decisions based upon judgment, discretion and integrity; working knowledge of accounting practices and procedures; and the ability to understand and carry out complex oral and written directions. This position must also possess the ability to accurately and professionally communicate with internal and external customers in a timely manner; recognize and maintain confidentiality of all Private Health Information (PHI); create, comprehend, analyze and utilize a wide variety of payroll reports; and interpret Union Contracts for proper application of pay and benefits

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## **BACKGROUND CHECKS- Condition of Employment**

## **PHYSICAL DEMANDS**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, and calculator.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.