

CITY OF RICHMOND, CA

CLASS CODE: PP-528A
ESTABLISHED: 10-26-06
GROUP: LOCAL 790
FLSA: NON-EXEMPT

LEAD PAYROLL COORDINATOR

DEFINITION

Under general direction, plans, organizes, coordinates and reviews the work of the City Finance Department payroll section; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for oversight of the City's payroll processing, distribution and reporting requirement. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations. This position is distinguished from the Payroll Coordinator in that this class provides lead direction to the payroll section and performs the more complex duties and responsibilities.

EXAMPLES OF DUTIES

1. Provides lead direction, training and work review to assigned staff.
2. Develops procedures and controls for payroll processing and distribution.
3. Maintains current knowledge of City, state and federal legislation affecting payroll.
4. Interprets and applies appropriate ordinances, rules, regulations and memoranda of understanding.
5. Responds to inquiries regarding payroll and benefit transactions.
6. Develops and makes recommendations for procedural, policy and systems changes.
7. Provides technical support to City departments in matters pertaining to payroll.
8. Researches, verifies, calculates and approves payroll data for processing.
9. Supervises the maintenance of payroll records.
10. Discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
11. Reviews the receipt, audit, control and processing of all computer payroll documents and maintains internal controls on payment of salaries.

12. Interfaces with outside agencies, insurance companies and auditors on pay-related matters.
13. Researches and analyzes data regarding salaries and benefits for cost studies.
14. Reviews and approves all manual payroll checks.
15. Analyzes payroll input data, reports and systems for accuracy and effectiveness.
16. Reviews and approves all wage and tax reports.
17. Prepares a variety of periodic and special reports related to payroll activities.
18. Reviews new MOU provisions and provides for implementation.
19. Participates in the preparation and administration of the payroll section budget.
20. Reviews and approves all vouchers for payment of payroll liabilities.
21. Provides expertise and technical assistance in testing in computerized payroll system.

MINIMUM QUALIFICATIONS

Thorough knowledge of:

Principles and practices of municipal payroll preparation, audit and distribution;

Principles and methods of accounting records management;

Principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents;

Local, state and federal rules and regulations governing payroll processing and distribution; and

Basic supervisory principles and practices.

Skill in:

Organizing, assigning, directing, reviewing and evaluating the work of assigned staff;

Training staff in work procedures;

Interpreting, explaining and applying a variety of laws and regulations governing payroll administration;

Developing forms, records, systems and procedures for achieving internal control of payroll operations;

Reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required;

Preparing clear, concise and complete payroll reports and other written correspondence;

Performing accurate arithmetic calculations and making accurate financial reconciliations;

Recommending improved payroll processing and reporting methods and procedures;

Exercising sound independent judgment within established guidelines; and

Establishing and maintaining effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Requires an A.A. degree in Business or Public Administration, Finance, or a closely related field and five (5) years of responsible payroll experience, of which at least two (2) years was in the public sector. Some supervisory experience or lead experience is desirable.