

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: PAYROLL SPECIALIST

DATE: 07/01/2025

JOB CODE: 1200

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under direction, to plan, organize, and perform highly specialized and responsible technical work in connection with the preparation, review and maintenance of payroll and other financial and statistical records; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Payroll Specialist is responsible for the Department's centralized payroll processes, records and reports, including payment and reporting of payroll tax liabilities and handling of employee retirement system reporting. The incumbent is accountable for ensuring the payroll function is carried out in an accurate and timely manner and performed in strict adherence with relevant laws and codes, internal policies and procedures, provisions of Memoranda of Understanding with recognized labor groups, and in accordance with sound financial management principles and practices. The Incumbent serves as a resource to subordinate staff of the Finance division and Department staff at all levels. Supervision is received from the Senior Accountant or higher-level management, as assigned.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform complex technical duties in the processing and preparation of the bi-weekly payroll in accordance with internal policies, Fair Labor Standards Act, and labor contract provisions;
- Process, code, enter, and retrieve confidential payroll data; process special payroll transactions such as wage assignments and liens, reimbursements, and other special payments; calculate and manually prepare retroactive pay adjustments, overtime adjustments, and employee terminations;

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner;
- Verify entries and reconcile complex payroll records, audit, reconcile, and prepare quarterly payroll tax reports for submittal to federal and state agencies; generate and reconcile year-end payroll reports; prepare employee W-2 forms and tax statements;
- Compile and complete statistical information for a variety of reporting agencies; prepare special reports and/or supplemental data as necessary; develop spreadsheets of varying sizes and complexity;
- Assist with testing payroll software upgrades, payroll system calculation codes, and report writing to fulfill support staff's information needs;
- Answer Department and employee questions regarding payroll benefits and deductions by explaining requirements, policies, and procedures;
- Perform responsible financial record keeping and analytical duties of above average difficulty involving major segments of the Department's accounting system
- Maintain employee payroll, fringe benefit, and voluntary deduction and contribution records;
- Input, update, and maintain tax withholding, additional pay, and deduction records;
- Compute time sheets; input time; verify payroll pre-processing data for accuracy and correct discrepancies; process payroll direct deposits;
- Oversee and prepare payroll checks for distribution; prepare and process payroll for the Board of Water Commissioners; prepare and process manual checks and voids as required;
- Prepare requests for payment for employee benefits and voluntary deductions;
- Verify accuracy of check registers, prepare disbursement summaries, and prepare cash fund transfers;
- Process bank and other financial institution automated transmissions accurately and within established deadlines and prepare necessary journal entries;
- Download and transmit a variety of files, including but not limited to, taxes, retirement, deferred compensation, etc.;
- Review, distribute, and file 1095-C forms in compliance with Affordable Care Act requirements; analyze, prepare, distribute, and file W-2 forms;
- Provide wage and earnings information to Human Resources as needed for employment verifications and Workers' Compensation; monitor leave accrual/usage for employees on protected leave e.g. FMLA, CFRA, and, short and long term disability for conformance with MOU guidelines;
- Track, analyze, and reconcile activity to employee flexible spending accounts and prepare journal entries in accordance with debit card activity reports and requests for funding;
- Prepare pay-outs for compensatory time, sick leave incentive pay and sick leave sell-back at appropriate intervals in accordance with policy and Memoranda of Understanding; prepare sick leave and vacation payouts in accordance with policy and Memoranda of Understanding upon termination;
- Adjust accruals for employees per pay period based on seniority and eligibility for higher level accruals;

- Make mathematical calculations; check various statistical and accounting tables and reports; reconcile records to established balances, identify and resolve discrepancies;
- Access, input, and retrieve varied data from computer system;
- Scan documents and file into electronic data storage system; purge and destroy documents; prepare file folders;
- Train timekeepers and other Department staff on payroll processing as necessary;
- Establish and maintain filing and record keeping systems in accordance with Department policy;
- Operate a calculator, computer, photocopier, scanner, facsimile, and related equipment;
- Answer telephone, process mail, prepare routine forms, schedules, statements, correspondence, checks, lists, reports, and related documents;
- Communicate effectively, both verbally and in writing, with employees, various agencies, and the public regarding policies, practices, and procedures of the Department;
- Review billings and documents for adequacy and accuracy; and
- Perform related work as required.

GENERAL QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of financial and payroll record keeping;
- Rules, regulations, terminology, and processes related to the completion and processing of payroll;
- Knowledge of the Department's personnel rules, policies and labor contract provisions governing compensation, time reporting, deductions, and withholding practices;
- Federal and state regulations such as the Fair Labor Standards Act, and Department requirements related to timekeeping, payroll preparation, and reporting requirements;
- Public sector payroll operations, deduction policies, practices, and procedures;
- Principles and practices of payroll data processing systems and procedures including Automated Clearing House (ACH) and electronic payment transactions;
- Payroll tax requirements and employment benefits as regulated by various federal and state agencies;
- Garnishments, deductions, leave management, and employment verification practices and procedures;
- Modern office equipment and record keeping methods and practices;
- Computer operating methods and financial business related software programs;
- Basic English usage, spelling, grammar, and punctuation;

- Business math;
- Advanced level account record keeping procedures;
- Enterprise accounting principles, procedures, and terminology;
- Electronic data storage systems;
- Word processing at an intermediate level of proficiency and spreadsheets and/or databases at an advanced level of proficiency;
- Principles of confidentiality;
- Basic customer service principles.

Ability to:

- Understand and independently apply a wide variety of payroll policies, procedures and regulations;
- Establish and maintain complex filing systems;
- Independently interpret and explain payroll matters to others;
- Identify and correct errors in mathematical computations and improper entries on a variety of documents;
- Reconcile accounting transactions and prepare financial and accounting reports;
- Examine and verify financial documents and reports;
- Analyze financial and employee concerns, evaluate alternatives and recommend appropriate solutions, as necessary;
- Use tact, discretion and diplomacy in dealing with sensitive situations and concerned employees; maintain strict confidentiality of sensitive employee and Department information;
- Prepare and review payroll documents, reports, statements, and correspondence accurately and compile information in a timely manner;
- Operate a computer;
- Understand pertinent procedures and functions quickly and apply with substantial independence;
- Operate a calculator by touch;
- Maintain accurate and interrelated financial records, and identify and reconcile errors;
- Accomplish difficult financial clerical work involving independent judgment;
- Apply accounting, auditing, and financial analysis principles to specialized work assignments;
- Classify fiscal documents and transactions;
- Perform financial and statistical record keeping work;
- Examine and verify financial documents and reports;

- Write legibly;
- Read, understand, and apply difficult materials;
- Speak clearly and distinctly;
- Communicate effectively in oral and written form;
- Prepare clear, concise, and easily understood statistical and narrative reports;
- Make comparisons quickly and accurately;
- Establish and maintain effective relationships with those contacted in the course of work;
- Understand and carry out oral and written instructions;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent, supplemented by successful completion of two (2) years of college level course work in accounting, economics, business or public administration, or related field;

Two (2) years of additional qualifying experience may substitute for each year of the required education. A total of four (4) years of additional qualifying experience is necessary to substitute for the total required education.

And

Experience: Five (5) years of progressively responsible accounting support experience related to payroll administration, or an equivalent combination of training and experience.

Experience with Tyler/Munis and Executirme software is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid Driver's License is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodation(s) for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodation(s) for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Payroll Specialist

To: Accountant I

Job Description:

BOWC Approved:

4/3/2001

Rev:

9/5/2006

8/7/2012

Rev w/title change

10/3/2017

Rev.

7/1/2025

Testing Standards: App Review/Supp App Review