



City of Bothell™

CITY OF BOTHELL  
Established Date: Dec 26, 2017  
Revision Date: Dec 26, 2017

# Payroll Specialist

Class Code:  
5047

Bargaining Unit: Non-Represented

## SALARY RANGE

\$28.64 - \$36.41 Hourly  
\$4,964.00 - \$6,311.00 Monthly  
\$59,568.00 - \$75,732.00 Annually

### POSITION DESCRIPTION:

Under general supervision, maintains and prepares City-wide payroll, technical reports, employee benefits records, and other technical and accounting records for the Finance Department; researches, reconciles, and verifies the accuracy of the payroll records.

### EXAMPLES OF ESSENTIAL DUTIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Prepares semi-monthly payrolls for review, approval, and submittal to the Finance Director; generates technical payroll reports for government agencies; prepares and submits tax deposits and special State and Federal statements, including W-2's; updates employee information for taxes, benefits, wage assignments, garnishments, retirement, and other wage deductions.
- Generates a variety of special and recurring reports which compile hours worked, overtime, benefits, accruals, and leave tracking; researches and analyzes data for special reports, surveys, and budgeting process; traces transactions to locate and resolve discrepancies.
- Processes payroll, benefits, and technical transactions for the City in compliance with all applicable Federal, State and county rules, regulations, and procedures.
- Enters payroll, benefits, and related data into computer systems; maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
- Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with City Departments.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, and distributes related paperwork and technical documents;

- submits vendor payments.
- Reconciles transactions and records according to policies; reviews payroll records and corrects errors as required; verifies the accuracy of the payroll records.
- Completes all reports and paperwork in a timely manner; updates, corrects, retrieves, and releases information according to procedures; collects payroll, benefits, and administrative information and compiles data for reports; prepares and distributes required reports.
- Provides information and assistance to employees as authorized; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to Finance Director for resolution.
- Interprets and explains Federal and State rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality.
- Cross trains in a wide variety of Finance duties; assists with the training and cross-training of City staff.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains confidentiality of work-related issues, client records, and City information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}; performs related duties as required or assigned.
- Prepares semi-monthly payrolls for review, approval, and submittal to the HR Director; generates technical payroll reports for government agencies; prepares and submits tax deposits and special State and Federal statements, including W-2's; updates employee information for taxes, benefits, wage assignments, garnishments, retirement, and other wage deductions.
- Generates a variety of special and recurring reports which compile hours worked, overtime, benefits, accruals, and leave tracking; researches and analyzes data for special reports, surveys, and budgeting process; traces transactions to locate and resolve discrepancies.
- Processes payroll, benefits, and technical transactions for the City in compliance with all applicable Federal, State and county rules, regulations, and procedures.
- Enters payroll, benefits, and related data into computer systems; maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
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- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, and distributes related paperwork and technical documents; submits vendor payments.
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- Completes all reports and paperwork in a timely manner; updates, corrects, retrieves, and releases information according to procedures; collects payroll, benefits, and administrative information and compiles data for reports; prepares and distributes required reports.
- Provides information and assistance to employees as authorized; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to HR Director for resolution.
- Interprets and explains Federal and State rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality.
- Cross trains in a wide variety of HR duties; assists with the training and cross-training of City staff.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.

- Maintains confidentiality of work-related issues, client records, and City information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}; performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience Guidelines:**

Associate's Degree in Accounting, Business or Public Administration, or related field; AND three (3) years of payroll accounting experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Applicable State and Federal statutes, rules, codes, and regulations governing payroll and benefits.
- Generally Accepted Accounting Principles (GAAP) for public sector bookkeeping and accounting.
- Payroll and benefits accounting rules, regulations, methods, and procedures.
- Principles and practices of public sector personnel administration, confidential records management, and effective customer service practices.
- Accounting principles and methods, including special fund and tax procedures.
- Computer record keeping and file maintenance principles and procedures.

### **Skilled in:**

- Interpreting and applying City policies and Federal, State and local laws governing payroll.
- Maintaining payroll documentation; verifying and reconciling payroll information and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Correcting and updating financial information systems and generating reports.
- Performing mathematical calculations and entering numerical data into a computer system with skill and accuracy.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid Washington State Driver's License may be required. Certification as a Payroll Professional (CPP) from the American Payroll Association is preferred.

## **ADDITIONAL INFORMATION:**

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

**CLASSIFICATION SPECIFIC INFORMATION:**

Pay Range: Non-Rep 13  
FLSA Status: Non-Exempt  
Benefits Group: Non-Rep