

Job Description: ACCOUNTING SYSTEMS PROGRAM SPECIALIST (HR/PAYROLL SPECIALIST)

CLASS NO. 209

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs payroll processing for PRPC and Workforce Development employees and complex human resource management administration and maintenance of the performance of accounting systems. Work involves payroll processes, participating in the administration of the human resource management program; ensuring compliance with Equal Employment criteria, the Fair Labor Standards Act, the PRPC Personnel Classification and Pay Plan and other state and federal laws and regulations. Work involves performance of accounting systems operations for the accounting department. Exercises independent action when interpreting instructions and assumes responsibility for accounting accuracy and completeness. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

EXAMPLES OF WORK

Essential Duties *

Serves as Human Resource liaison to PRPC employees;

Provides assistance to staff in all payroll classification, compensation, personnel policies updates and benefit administration matters through the maintenance and distribution of forms, records, reports and procedures;

Prepares reports on employee payroll deductions; analyzes appropriateness of all deductions and submits for payment; updates all payroll deduction changes into the payroll system; and reconciles deduction reports to the general ledger;

Accumulates and reviews timesheets and leave requests, enters timesheets semi-monthly and ensures appropriate documentation is maintained;

Inputs journal vouchers, cash receipts and direct charges for month end closing;

Maintains and updates employee personnel files for all appropriate documentation, including leave balances, payroll deductions, health and retirement benefits, resumes, W-4's, I-9's, applications, and evaluations;

Responsible for employee onboarding and exit interviews;

Prepares the job application letter responses with the applicable directors;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Enters Equal Employment Opportunity information and maintains EEO folder after hiring each new employee;

Prepares weekly deposit;

Prepares reports of individual employee's rates of accruals and balances of leave time including vacation, sick, incentive and overtime;

Assists Executive Director and Finance Director with general human resource management actions;

Coordinates and prepares Integrated Personnel Classification Pay Plan and Job Descriptions document;

Operates computer programs to generate accounts payable checks weekly and payroll vouchers semi-monthly;

Transfer files to the bank for electronic fund deposits for payroll and vendor payments; and

Operates computer programs for monthly and year-end closing to produce general ledger and financial reports.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles; methods and practices of human resource management; modern office practices and procedures including the use of personal computers to achieve maximum job performance; and personnel practices and requirements.

Skill/Ability to: demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, public officials and the public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business administration, or a related field;

or bachelor's degree in business administration, or a related field; plus at least one year of human resource management;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

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