

## **CITY OF FONTANA PAYROLL COORDINATOR**

**DEFINITION:** Under general supervision, performs a variety of specialized and responsible work in the administration, processing, and distribution of the City's payroll. Provides technical staff assistance to departments and city staff.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from upper level management staff. Provides functional and technical supervision over assigned payroll staff.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Coordinate and participate in the preparation and distribution of payroll.
- Understand, interpret and apply the fundamental principles of payroll accounting.
- Provide supervision, performance evaluation and training to assigned staff.
- Review time sheets submitted by all departments to ensure conformance with appropriate bargaining unit contracts and administrative policies and regulations.
- Maintain payroll records regarding salary changes, retirement, employment tax withholding, fringe benefits, voluntary deductions and leave balances; input personnel information and time sheet data.
- Review and edit documents, correct errors and balance payroll for each pay period.
- Prepare quarterly and annual federal and state tax reports; prepare and distribute W-2's.
- Compile and distribute all required reports related to payroll activity.
- Maintain and audit personal leave program records for all employees; distribute balance reports to all departments each pay period.
- Plan and initiate payroll programming changes.
- Perform other accounting tasks assigned, such as preparation of journal entries relating to payroll and reconciliation on a computerized system.
- Participate in special studies and projects as required.
- Analyze and implement new laws and regulations.
- Learn and apply personnel policies and procedures.
- Operate computer equipment and related software in the preparation and distribution of payroll.
- Analyze fiscal data and draw logical conclusions.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance

of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communication in person.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Generally accepted payroll accounting principles and procedures.
- Principles and practices of payroll record keeping and reporting.
- Automated payroll systems.
- Principles and procedures of effective supervision.
- Modern office methods, practices, procedures, equipment and computer applications.
- Pertinent Federal, State and local laws, codes and regulations.

**Experience:** Two years of technical accounting and payroll experience.

**Training:** Completion of the twelfth grade or GED supplemented by college level accounting coursework.

**Licenses and/or Certifications:** Possession of a Payroll Certification is preferred.