

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Payroll System Specialist	CLASS. CODE: 0020
DEPARTMENT:	Finance	FLSA: E
REPORTS TO:	Accounting Supervisor II	DATE: 7/1/2002

Job Summary:

Responsible for finding and implementing improvements to the payroll cycle using Oracle. Develops reports and works with the Financial Information Management System (FIMS) to correct, setup or change elements for pay. Responsible for participating in the processing of biweekly payroll including entering timesheets and leave accruals and adjustments, and generating reports.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Develops reports using Discoverer (data access tool) for improved analytical tools for the finance department and other payroll report users.
2. Works closely with personnel to assist in addressing cross departmental needs.
3. Reviews a variety of purchasing, revenue, tax statements and expenditure documents for accuracy, completeness and appropriate account designations.
4. Identifies and provide requirements and layout to data center analysts/programmers for new Oracle reports.
5. Completes special projects for payroll as needed.
6. Troubleshoots and resolves technical problems in the Oracle Payroll module.
7. Analyzes, tests, fixes, and creates new/existing elements.
8. Works closely with Oracle systems upgrades and enhancement issues.
9. Responsible for monthly reconciliation and payment of insurance premiums and eligibility for all three entities (City, Data Center and Housing).
10. Processes payroll documents in an accurate and timely manner.
11. Directs the work of subordinate accounting clerks and other clerical personnel.
12. Maintains ledgers, journals and subsidiary records and balances against other records.

Important Job Functions

1. Reviews accounting records, identifies problems, and recommends appropriate procedures; reviews payment of invoices and payrolls.
2. Gathers financial information from a variety of sources into reports.
3. Assists in resolving accounts receivable and payable problems where there are discrepancies.
4. Performs other duties as required to ensure efficient operation of the department.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Ten key calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent in Business Management, Accounting or Computer Science; and,

Two to Three (2-3) years experience; or

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Certified Payroll Professional is desirable.
- Oracle Certified Professional is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office equipment and environment.
- Accounting and computer applications/software.
- Features, functions, logic and technical structures about Fast Formulas in the Oracle Human Resource and Payroll applications.

Ability to:

- Keyboard and use a personal computer with proficiency in spreadsheet, word processor and database software.
- Use a ten-key calculator.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Meet strict deadlines.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.