

# CITY OF SANTA CRUZ CITY PAYROLL CLERK

**Reports to:** Financial Services Officer

**Supervises:** Non-supervisory

**Bargaining Unit:** Service

## **BASIC FUNCTION**

Under general supervision, accurately process all City employee earnings, benefits and tax related information in a timely manner, compile and retain related payroll and benefit records for all employees and perform related detailed fiscal clerical work as required.

# **TYPICAL DUTIES** (*May include, but are not limited to, the following*):

- Responsible for the preparation and submission of the biweekly payroll for all City employees to Data Processing for input.
- Responsible for the verification and accuracy of all payroll-related changes to employee, position and class masters. Batch verified forms and submit to Data Processing for input.
- Responsible for payroll on-line data entry and maintenance. Enter data under appropriate menu, add, delete, modify existing file.
- Receive and review for accuracy all biweekly payroll sheets from all City departments and prepare and retain records and controls pertaining to authorized payment. Reconcile timesheets, enter corrections, verify final report.
- Process and verify automatic payroll deposits.
- Distribute payroll checks along with various reports to departments.
- Receive and review for accuracy all Personnel Action Forms pertaining to employee payroll or change in status prior to submission to Data Processing for processing and retain all Finance Department personnel action files and records.
- Compute and record all in formation relative to all employee benefits such as vacation, sick leave and holidays and retains records of such.
- Compute and process claims for payment and prepares related reports relative to benefits and other contributions by the City on behalf of employees such as retirement, various insurance, Workers' Compensation, PERS and FLSA; and retains records of such payments.
- Establish and maintain various controls regarding payroll, benefits and related information as a means of verification prior to payment.
- Prepare billings and correspondence for retirees enrolled in the City's health plan as well as COBRA recipients. Accept payments and deposit into revenue accounts.
- Respond to in-person, phone and mail inquiries from City employees, supervisors and managers, insurance carriers, federal and state agencies and others with regard to compensation, benefits, MOU interpretation, claims, taxes and other issues related to payroll functions.
- Compute and maintain records of employee income tax information. Prepare annual W-2 forms

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and distribute to current and terminated employees.

- Maintain Finance Department payroll records and employee files.
- Perform other related fiscal clerical work as required.

## **MINIMUM QUALIFICATIONS**

#### Knowledge, Skills and Abilities

# Knowledge of:

- general accounting practices and procedures as they relate to payroll and
- benefits.
- the application of data processing systems to the accounting function.

#### Skills:

• in use of 10-key calculator with speed and accuracy.

## Ability to:

- make basic mathematical calculations using an adding machine or calculator.
- communicate accurate information in courteous manner to co-workers, City staff, government agencies and the general public by phone, in person or in writing.
- read and write effectively and follow verbal and written instructions.
- organize and input data on computer terminal and read and interpret output forms.
- do routine typing in preparation of financial and statistical records and documents.
- deal with exceptions to the existing system.
- audit payroll reports for accuracy.

#### Education and Experience:

Any combination of education and experience that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

• High school graduation or GED or equivalent and three years of responsible clerical experience, one year of which shall have included responsibility for payroll and/or benefits preparation.

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