

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: PAYROLL TECHNICIAN
DEPARTMENT: ADMINISTRATION
REPORTS TO: HUMAN RESOURCES DIRECTOR

DEPT. CODE:
DATE LAST REVISED: 02/2021

JOB SUMMARY:

This position assists the HR Director with various personnel duties to include payroll, health and wellness activities, and safety activities. This position backs-up the accounts payable clerk and is responsible for certain finance duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Prepares of payroll for all fulltime, part-time, and annual employees.
- Ensures the accurate completion of bi-weekly payroll including reviewing and entering time and pay information.
- Prepares paychecks and coordinates direct deposit advices for employees.
- Performs related duties as assigned. Performs bookkeeping functions such as posting and processing invoices for payment by computer, preparing accounts payable checks and posting to the proper accounts
- Assists with clerical duties and assisting other department heads with computer assistance when needed.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic bookkeeping procedures, including accounts payable functions.
- Knowledge of data entry procedures and computer functions.
- Knowledge of general office procedures.
- Knowledge of the techniques of establishing and maintaining files.
- Knowledge of relevant city and departmental policies and procedures.
- Skill in basic mathematical calculations.
- Skill in written and oral communications
- Skill in operating a computer, typewriter, calculator, check printer, and copier,
- Skilled at Microsoft Office software including Word, Excel, and Outlook.
- Skill in organization.
- Ability to perform duties with accuracy.
- Ability to deal with the public in a courteous manner and tolerate continuous interruptions.
- Ability to interact with City employees in a courteous and professional manner.

SUPERVISORY CONTROL: The HR Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

SCOPE AND EFFECT: The purpose of this position is to perform payroll duties and accounts payable. Regarding payroll preparation, successful performance includes accuracy and timeliness of bi-weekly paychecks for each employee and the necessary interaction with HR Director to ensure that each employee is paid properly. Regarding accounts payable, successful performance in this position contributes to the financial accuracy of the budget and reports. Errors could result in financial losses to the city, unnecessary rework, and a negative public image. Complexity occurs in the need for accurate and complete information for accounting and auditing functions and waiting on payment approvals from different departments.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed with employee typically sitting at a desk or table with intermittent standing, stooping or walking. Employee occasionally lifts light objects. The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Associates degree in Business preferred.
- Less than one year of related experience required.

file: Payroll Technician

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.