



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Payroll Specialist

Job Code: 000460	
Service Area: Finance & Administrative	
Service Unit: Accounting Services	
Salary Grade (Non-Union): 4	Pay Scale (Union): N/A CP: No
Exemption Status: Non-Exempt	
Accountable To: Payroll Supervisor	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By M. Praschan, T. Cook, and C. Schultz 8/24/2023 HR Review – CL, DB, EAJ 8/30/2023	

Date Job Description Finalized

9/7/2023

Role Summary

Responsible for all facets of processing payroll for 1000+ employees on a biweekly basis including: system administration, pay and taxation adjustments, retro pay calculations, administration of specialty pay for union contracts, handling all customer service needs and answering questions, all tax filings, all pay disbursements, employee banking for direct deposit, and general ledger accounting for payroll.

Duties

Duties are performed under the direct supervision of the Payroll Supervisor or designee and may include the following:

Essential Duties

- Work with all timekeepers and managers from every department to ensure time is entered accurately and by the deadline so all employees are paid.
- Authorizes time records and follows up with managers who did not authorize their records.
- Adjusts timesheets for prior periods for corrections for GL Codes, leave banks, missing overtime or other corrections indicated by management.
- Work with Human Resources to ensure employees are entered accurately, categorized correctly, and have the appropriate documentation per the City's internal controls.
- Calculate final pays for all separated employees per their contract specifications and issue a manual check
- Train new staff on how to enter time.
- Daily application of knowledge of union contracts, personnel rules, payroll tax law and State of Michigan law governing withholding and unemployment taxes.
- Interpretation and application of garnishments, levies, and other legal judgements related to the pay of employees.
- Work with the Payroll Supervisor to troubleshoot issues that may delay payroll and timely payment of the employees.
- Process payroll interpreting and incorporating information from managers, supervisors, HR, and employees.
- File payroll taxes timely on behalf of the city ensuring compliance with the IRS and the State of Michigan.
- Resolve all issues related to payroll, including union and non-union concerns understanding past practices and appropriately involving management and the City Attorney's office as needed.
- Continually needs to meet weekly, bi-weekly, monthly, quarterly and annual deadlines.
- Solve problems rapidly and accurately to ensure employees are paid.
- Perform all retroactive pay calculations for multi-year union settlements.
- In conjunction with the Payroll Supervisor, understand the set up and troubleshooting two complex systems for payroll and timekeeping as well as annual updates for W-2 reporting, etc.
- Work with the auditors regarding payroll-related internal control testing answering questions and explaining policies and procedures.
- Disburse payroll withholdings for dues, Friend of the Court, etc.
- Adjust pay for worker's comp.

- Prepare the annual payroll calendar and submit to the City Administrator.

Related Work

- Assist Human Resources and the City Attorney as needed to resolve Department of Labor and union grievances related to pay.
- Assist managers who need assistance with report for leave, general ledger questions, or other employee concerns.
- Assist the Pension Office with questions related to system interface issues, historical issues or other items needed to problem solve.

Knowledge of: (position requirements at entry)

- Payroll concepts such as calculating garnishments, retroactive pay, general ledger pay allocation, project accounting, and shift patterns.
- Federal, state and local laws and regulations including the Fair Labor Standards Act, IRS rules, deferred compensation, Social Security Administration rules, and the State of Michigan unemployment tax and withholding laws.
- Calculating and processing garnishments
- Complex time and attendance and payroll software systems
Basic office software applications (e.g. Microsoft Word, Excel, Outlook)

Skills and Ability to:(position requirements at entry)

- Process payroll, disbursements, taxes independently
- Work accurately and rapidly with interruptions
- Communicate tactfully and positively with the public and employees.
- Demonstrated ability to interpret and apply union contracts and personnel rules related to pay and leave.
- Problem solving
- Using and understanding office information technology
- Coordinating multiple duties in a fast-paced, deadline-driven environment
- Typing and Spreadsheets
- Filing

Equipment

Standard office equipment, PC, fax, copier, calculator, multi-line telephones

Education, Training and Experience (position requirements at entry)

Required:

- HS Diploma/GED
- 3+ years of experience in payroll processing for 300+ employees
- The City of Ann Arbor will consider an alternative combination of education and experience

Licensing Requirements (position requirements at entry)

N/A

Physical Requirements

Positions in this class typically require reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.