

Job Class Code: 1056	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to complete the timely and accurate processing of City-wide employee pay in compliance with all federal, state and city mandates, and to ensure all voluntary and involuntary deductions are calculated, input and withheld accurately. The class is also responsible for the timely and accurate payment of all liability accounts to vendors, ensuring transmission of files and payments, reconciling and balancing accounts, and making general ledger corrections.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Provides user support for time keeping system and integrated payroll system to departments; coordinates timelines and tasks to department payroll clerks for the timely submission of employee information and hours. • Generates and analyzes time entries from time keeping system, ensuring complete and accurate calculation of hours. Communicates all discrepancies to payroll clerks for resolution. • Processes weekly, semi-monthly and off cycle payroll for all City employees; performs complex payroll calculations; verifies information from relevant forms; audits, corrects and balances payroll prior to generating employee pay. • Calculates IRS, state, local, and family support garnishments in accordance with all applicable laws and regulations; notifies employee and initiates deductions and disbursement of payments as required. • Maintains City benefit deductions; reviews for accuracy, initiates deductions, researches and resolves discrepancies. Ensures accurate remittance and payments to vendor. • Researches questions and issues regarding gross pay, salary, deductions, retirement, and retroactive pay; interprets and explains payroll policies and procedures to employees. • Reconciles payroll liability accounts to general ledger, prepares correcting journal entries as required. • Compiles direct deposit and benefit transmission files; verifies delivery of file and payment. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.
Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in Finance, Accounting, or a related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.

Special Certifications and Licenses	None required; Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020