

<b>Job Class Code: 1058</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of this class is to accurately disburse payroll for the entire City. The class is responsible for withholding and disbursement of all tax withholding and mandatory and voluntary deductions; reconciling and analyzing each payroll, posting each payroll to the General Ledger, supervising subordinate staff, and preparing and maintaining various financial reports. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports, conferences, and meetings.

**TYPICAL TASKS**

- Supervises and evaluates subordinate staff and maintains their training as required to process payroll.
- Prepares, audits and maintains various payroll and financial reports to meet federal, state and benefit vendor requirements with each payroll.
- Researches and analyzes impact of pay and benefit policies, time and attendance, and other records.
- Verifies monitors and reconciles accounts.
- Coordinates and actively participates with HRIS Team to maintain KRONOS and Munis/Tyler information systems' ability to produce payroll in accordance with City policies and procedures, in compliance with federal and State regulations.
- Represents payroll on various committees and in other forums to evaluate, plan, and implement changes involving pay and benefits.
- Maintains tax tables and other benefit deductions tables as changes occur.
- Receives service of employee tax liens, child support, garnishments, etc and ensures returns as ordered.
- Drafts FOIA responses requesting payroll information.
- Develops methods of complying with new IRS reporting requirements in collaboration with HR and IT.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.

<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; develops policies and procedures.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in accounting or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	CPP, CPA or CGFM preferred
<b>Special Requirements</b>	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.

**AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*