

Metropolitan King County Council

Classification Specification



Position: Payroll Administrator	FSLA: Hourly, overtime eligible
Department: Council Administration	Salary Grade: 23
Council Approved: 07/05/17	

Summary

The Payroll Administrator ensures that all payroll data is accurate and timely in compliance with federal, state and local laws, regulations and ordinances for the Legislative Branch by preparing, processing, and maintaining all functions of the payroll process.

Distinguishing Career Features

The Payroll Administrator requires a complete understanding of automated payroll and human resource information systems, appropriate laws, regulations, and reporting requirements. The Payroll Administrator ensures accountability throughout the payroll process in compliance with established guidelines and procedures by working with other administrative staff.

Essential Duties and Responsibilities

- Process payroll and/or timekeeping transactions using various software programs.
- Assure payroll deadlines are met, maintain payroll controls and assure proper procedures, policies, rules and regulations are applied to payroll activities.
- May train less experienced staff and perform quality reviews of the work of other employees who may be assigned to assist with payroll processing.
- Act as the subject matter expert for payroll procedure.
- Understand contract provisions, policies, and procedures in order to accurately calculate employee pay variances in accordance to the corresponding collective bargaining agreement.
- Perform, review, analyze, and adjust complex payroll calculations.
- Coordinate and participate in activities connected with the development and maintenance of automated payroll systems.
- Audit payroll system output such as payroll registers and payroll error/deduction reports.
- Prepare off-cycle checks, including those that require special processing for payouts or correction of hours, applying appropriate overtime rules, deductions, benefits, and accruals.
- Maintain contract files in order to provide immediate audit accountability, such as garnishments, direct deposits, W-4s, etc.
- Develop, review, and update written documentation for all payroll processes and procedures; identify, recommend, and implement process improvements.
- Participate in cross-training to back up co-workers within the Administration Unit.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Working knowledge of payroll production, processes and procedures
- Working knowledge of Federal and State laws and regulations to include Minimum Wage Act, Fair Labor Standards Act, Family Medical Leave and Workers' Compensation
- Working knowledge of King County human resources policies and procedures
- Working knowledge of record keeping and monitoring procedures
- Working knowledge of and skill in using personal computers and common desktop productivity software
- Working skill in comparing records and data for accuracy; researching/reconciling errors and discrepancies
- Working math skills to perform complex payroll calculations and conversions
- Working writing skill for reports and procedures
- Working skill in organizing and prioritizing a high volume workload with strict deadlines
- Skill in working with a variety of individuals from diverse backgrounds
- Basic skill in written and verbal communications

Required Ability

- Independently perform all aspects of the position
- Analyze and interpret data, union contracts, regulations and laws
- Research and compile information
- Extract data from databases and import into formats that produce reports, checks, and are remitted to other organization units
- Ensure the confidentiality of private information
- Consistent attendance and punctuality
- Work productively and cooperatively within the work unit

Education and Experience

The position typically requires an Associates Degree in general business or accounting and three years of experience in payroll processing and audit. Additional experience may substitute for some higher education.