

# Water Authority Position Description

## PAYROLL ASSISTANT

Status	Position Code	Level	Date
APPROVED	PYAS	A05	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM A VARIETY OF PAYROLL TASKS, INCLUDING RECORD KEEPING, CALCULATING AND RECORDING PAYROLL DEDUCTIONS AND PAYROLL PROCESSING ACTIVITIES. RESPONDS TO INQUIRIES AND/OR REQUESTS FOR DATA AND/OR REPORTS. ALTHOUGH DUTIES NORMALLY FOLLOW ESTABLISHED PROCEDURES, RESPONSIBILITIES MAY INCLUDE ROUTINE, MINOR CORRECTIONS TO MAKE DOCUMENTS ACCEPTABLE FOR PROCESSING.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS THREE (3) YEARS ACCOUNTING OR PAYROLL PROCESSING EXPERIENCE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 EXPERIENCE WITH SUNGARD (ONESOLUTION), KRONOS OR SIMILAR FINANCIAL SOFTWARE  
 KNOWLEDGE OF FEDERAL AND STATE REGULATIONS GOVERNING PAYROLL  
 SOME POSITIONS MAY REQUIRE CRIMINAL BACKGROUND CHECK

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL STAFF.

### ESSENTIAL FUNCTIONS

1. PERFORMS TASKS TO ESTABLISH AND MAINTAIN EMPLOYEE/PAYROLL RECORDS. CHECK AND AUDIT TIMEKEEPING RECORDS FOR COMPLIANCE IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS AND UNION CONTRACTS. MAINTAIN TIME AND ATTENDANCE RECORDS AND MISCELLANEOUS CHANGES.
2. RESEARCHES DISCREPANCIES OF PAYROLL INFORMATION AND/OR DOCUMENTATION (E.G. TIME SHEETS, LEAVE TIME, SALARY, SUPPLEMENTS, LONGEVITY PAY, STIPENDS, FMLA, ETC.) FOR THE PURPOSE OF ENSURING ACCURACY AND ADHERENCE TO PROCEDURES PRIOR TO PROCESSING.
3. GENERATES REPORTS FROM PAYROLL RECORDS; CLARIFIES TYPE OF INFORMATION NEEDED BY REQUESTOR; ENSURES ACCURACY.
4. PROCESS AND EVALUATE PAYROLL-RELATED INFORMATION, FORMS AND APPLICATIONS; INPUT, CODE, SCAN, AND ADJUST EMPLOYEE PAYROLL, TIME SHEET INFORMATION AND A VARIETY OF RELATED DATA INTO THE COMPUTERIZED SYSTEM.
5. PERFORM A VARIETY OF DUTIES UTILIZING SPREADSHEETS, WORD PROCESSING, PREPARE REPORTS, MAINTAIN FILES AND RETAIN RECORDS.
6. PROVIDES ASSISTANCE TO STAFF MEMBERS IN PREPARING BI-WEEKLY TIME SHEETS; CHECKS FOR CODING ACCURACY.
7. INFORMS OTHER STAFF AND/OR OUTSIDE PARTIES REGARDING PROCEDURAL REQUIREMENTS FOR THE PURPOSE OF PROCESSING TIMEKEEPING TRANSACTIONS. PROVIDES INITIAL TRAINING UTILIZING THE KRONOS TIMEKEEPING SOFTWARE TO ALL NEW EMPLOYEES AND INDIVIDUAL HANDS-ON TRAINING TO ALL SUPERVISORS.
8. PARTICIPATES IN WORKSHOPS, IN-SERVICE TRAINING, ETC. FOR THE PURPOSE OF CONVEYING AND/OR GATHERING INFORMATION REQUIRED TO PERFORM JOB FUNCTIONS.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

RELEVANT FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS GOVERNING PAYROLL ADMINISTRATIVE AND CLERICAL PROCEDURES AND SYSTEMS SUCH AS WORD PROCESSING, MANAGING FILES AND RECORDS, AND OTHER OFFICE PROCEDURES AND TERMINOLOGY  
HR/PAYROLL TIMEKEEPING SYSTEMS SUCH AS THE KRONOS SYSTEM

#### **PREFERRED SKILL/ABILITY**

MUST BE ABLE TO TYPE RAPIDLY AND ACCURATELY ENOUGH TO SUCCESSFULLY PRODUCE PAYROLLS, DOCUMENTS/SPREADSHEETS, COMMUNICATE VIA E-MAIL, OR PERFORM DATA ENTRY AS NECESSARY TO ACCOMPLISH THE ESSENTIAL FUNCTIONS OF THE POSITION  
USE OF TECHNOLOGY, EQUIPMENT AND SOFTWARE TYPICALLY USED IN AN OFFICE ENVIRONMENT  
EXCELLENT RESEARCH, ORGANIZATIONAL AND INTERPERSONAL SKILLS  
COMMUNICATE INFORMATION AND IDEAS THROUGH SPEAKING AND WRITING SO OTHERS WILL UNDERSTAND  
WORK INDEPENDENTLY  
COMPUTER PROFICIENT WITH MICROSOFT PRODUCT SUCH AS WORD, EXCEL, ACCESS AND POWERPOINT  
DEAL TACTFULLY AND COURTEOUSLY WITH THE PUBLIC IN HANDLING COMPLAINTS  
OPERATE A VARIETY OF OFFICE EQUIPMENT  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF TIME  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES