

ABCWUA Position Description

SENIOR PAYROLL OFFICER

Status	Position Code	Level	Date
APPROVED	SRPO	P26	Sep 2014

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

OVERSEE AND COORDINATE WATER AUTHORITY PAYROLL ACTIVITIES. RESPONSIBLE FOR DEVELOPING PAYROLL AUDIT PROCEDURES AND POLICIES AND PERFORMING PERIODIC AUDITS OF THE AUTHORITY'S PAYROLL PROCESSES.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN ACCOUNTING, FINANCE, HUMAN RESOURCES OR A RELATED FIELD, PLUS FIVE (5) YEARS OF PAYROLL OR RELATED EXPERIENCE TO INCLUDE ONE (1) YEAR SUPERVISORY OR LEAD 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

SUPERVISION RECEIVED/EXERCISED

RECEIVE DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY EXERCISE SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. RESPONSIBLE FOR PAYROLL COORDINATION AND REVIEW. PERFORMS PAYROLL AND PERSONNEL ACTIVITIES INCLUDING PREPARING AND MAINTAINING SICK AND VACATION LEAVE ACCRUALS AND PROCESSING AN EMPLOYEE CHANGES IN STATUS THAT IMPACT PAY.
2. RESPONSIBLE FOR PERFORMING PAYROLL AUDITS; RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF POLICY AND PROCEDURE CHANGES RELATED TO PAYROLL AND PERSONNEL RECORD KEEPING.
3. MAINTAIN, RECONCILE AND AUDIT A VARIETY OF PAYROLL REPORTS AND RECORDS; ENSURE AUTHORIZED BACKUP DOCUMENTATION IS SUBMITTED WITH ALL PAY TRANSACTIONS. RECEIVE SORT AND DISTRIBUTE PAYROLL CHECKS.
4. FUNCTIONS AS LEAD KRONOS TIMEKEEPING PERSON ANSWERING POLICY AND PROCEDURE QUESTIONS.
5. INFORM WATER AUTHORITY PERSONNEL OF ANY PAYROLL CHANGES IN POLICIES OR PROCEDURES. ORGANIZE AND LEAD VARIETY OF PERSONNEL RELATED TRAININGS OR MEETINGS.
6. MAINTAIN AND EVALUATE PAYROLL RECORDS AND DEVELOP REPORTS CONCERNING NEW OR ONGOING PROGRAMS EFFECTIVENESS; MAINTAIN AND FILE EMPLOYEE RECORDS; PREPARE STATISTICAL REPORTS AS REQUIRED.
7. OPERATES ALL OFFICE EQUIPMENT AND SOFTWARE USED IN THE PREPARATION OF SPECIAL REPORTS AND RECORD KEEPING.
8. SUPERVISE, SELECT, TRAIN AND EVALUATE ASSIGNED PERSONNEL; PROVIDE AND DEVELOP STAFF TRAINING, WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN THE FIELD OF PERSONNEL AND PAYROLL; INCORPORATE NEW DEVELOPMENTS AS APPROPRIATE IN ASSIGNED AREAS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF PERSONNEL AND PAYROLL FUNCTIONS
PROCEDURES, METHODS AND TECHNIQUES OF PAYROLL PREPARATION AND CONTROL
RECENT DEVELOPMENTS, CURRENT LITERATURE AND INFORMATION RELATED O PAYROLL
AND PERSONNEL POLICIES AND PROCEDURES
PRINCIPLES OF BUSINESS WRITING
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, PAYROLL CODES, CODES, AND
SAFETY REGULATIONS
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATIONS

PREFERRED SKILL/ABILITY

SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
OPERATE COMPUTERS AND SUPPORTING SPREADSHEET AND DATABASE SOFTWARE
FUNCTION AS A LEAD IN THE PERFORMANCE OF ALL ASPECTS OF PAYROLL RELATED
FUNCTIONS
RECOMMEND AND IMPLEMENT GOALS AND OBJECTIVES FOR PROVIDING
PAYROLL SERVICES FOR THE WATER AUTHORITY
PRESENT, INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
REGARDING PAYROLL AND PERSONNEL
MAINTAIN CONFIDENTIAL RECORDS AND REPORTS
RESPOND TO REQUESTS AND INQUIRIES FROM PERSONNEL
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
ALLOCATE LIMITED RESOURCES IN A COST EFFECTIVE MANNER
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN AN EFFECTIVE WORKING RELATIONSHIP WITH THOSE
CONTACTED IN THE COURSE OF WORK INCLUDING THE GENERAL PUBLIC

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, WALKING OR STANDING FOR
PROLONGED PERIODS.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR SUCCESSFUL PERFORMANCE OF ASSIGNED PERFORMANCE