POSITION DESCRIPTION CITY OF NOBLESVILLE, INDIANA

POSITION: Payroll Administrator

DEPARTMENT: Office of Finance and Accounting

WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F

JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: January 2007 STATUS: Full-time
DATE REVISED: April 2024 FLSA STATUS: Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Payroll Administrator for the Office of Finance and Accounting, responsible for processing city payroll.

ESSENTIAL JOB FUNCTIONS:

Assists the Deputy Controller with financial management duties such as, but not limited to, operating payroll systems to protect data to mitigate risk and enhance the city's value.

Assists the Deputy Controller with accounting duties as specified by Indiana Code 36-4-10-5 such as, but not limited to:

Serves as the city's primary resource on Federal, State, and City payroll laws, regulations, and policies, including, but not limited to the Fair Labor Standards Act (FLSA), Internal Revenue Service (IRS), Indiana Department of Revenue, Indiana Public Retirement System (INPRS), annual salary ordinance, and approved union agreements.

Executes payroll activities, ensuring accuracy and timely processing of paychecks and filing of required reports for payroll taxes, retirement benefits, employer-sponsored benefits, and all other related withholdings in accordance with Federal and State laws.

Oversees all aspects of payroll processing, ensuring consistency and compliance with city policies and all applicable state and federal laws.

Executes internal controls practices in compliance with State law, as enforced by the State Board of Accounts (SBOA). This includes, but is not limited to, periodic reconciliation of bank statements with all recorded payroll receipts and disbursements.

Maintains payroll records including, but not limited to, employee data for wages, hours worked, leave time, payroll deductions, and banking information.

Completes timely earnings and employment verification forms as requested by outside agencies.

NON-ESSENTIAL JOB FUNCTIONS:

Trains various city department personnel on proper time reporting and/or payroll procedures.

Periodically attends training seminars.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in business, accounting, finance or related area and a minimum of three years' work experience in payroll administration, or equivalent combination of education and experience required. Certified Payroll Professional (CPP) designation preferred. Experience with enterprise payroll software required. Experience with UKG Workforce Ready preferred.

Working knowledge of department policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Advanced knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations, and maintain accurate records, including recording transactions, balancing accounts, reconciling statements, and creating related reports.

Advanced knowledge of and ability to make practical application of city personnel policies and employee benefits programs.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, postage meter, copier, and calculator. Working knowledge of enterprise payroll software and Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to maintain confidentiality of department records and information as required.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other city departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to a flexible, customary routine with priorities determined primarily by legal deadlines. Incumbent works with minimum supervision, with work reviewed for technical accuracy and adherence to state guidelines. Errors in incumbent's work are usually prevented through procedural safeguards and are detected through standard bookkeeping checks. Most undetected errors could result in loss of time for correction and/ or inconvenience to other agencies or City personnel.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and other city personnel.

Incumbent reports directly to the Chief Financial Officer & Controller.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, typing on a computer for long periods, sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, close/far vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended, weekend and/or evening hours and occasionally travels out of town for training/seminars, sometimes overnight.