



## **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.