



City of Gulfport, Mississippi
Job Description

Payroll Specialist (PASP)

Department: 145B – General Administration

EEO Category: Office & Clerical

Date Revised: 6/28/17

FLSA Status: Non-Exempt

Date Approved: 6/2012

Position Overview

The Payroll Specialist performs highly complex and independent payroll support duties utilizing a major payroll software system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Prepares and processes payroll and other financial documents. Reviews, calculates and processes payroll changes and adjustments.
- Review and reconciles payroll records for accuracy.
- Maintains, scans, and files payroll records for future reference.
- Prepares and executes state and federal payroll taxes.
- Assists employees in payroll deductions and withholdings.
- Coordinates Kronos timekeeping activities with all departments.
- Maintains accruals electronically.
- Provides information to employees and outside agencies regarding payroll issues.
- Calculates and processes all elected and mandatory payroll deductions including taxes, child support orders, insurances and garnishments.
- Reviews and maintains updated procedures. Assists and coordinates the workflow and procedures between Payroll and City departments.
- Trains and oversees employees who perform entry of time and attendance functions.
- Prepares direct deposit information for transmittal to the bank before established deadlines.
- Assists Human Resources with payroll related questions and issues.
- Generates payroll and financial reports for various departments.
- Monitors bank activity for direct deposit returns.
- Balances and prepares payroll tax returns.

- Compiles monthly payroll reports for month end entries.
- Reviews employee information that has been entered in MUNIS.
- Reconciles and prepares annual W-2 forms for employees and remits to Social Security and State of Mississippi.
- Makes journal entries as required.
- Administer and maintain electronic timekeeping system.
- Assist Finance Manager as needed.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess required knowledge, skills, abilities and experience in the area of payroll.
- Must be able to sustain knowledge of changing technology and industry practices as well as changes in wage and hour laws.
- Must be very detail oriented and be able to perform basic mathematical operations.
- Ability to detect fiscal recording errors quickly and efficiently.
- Address and resolve employees' concerns in a professional and discretionary manner.
- Work independently and in a team environment with minimal supervision to accomplish the goals and tasks of the payroll division.
- Handle confidential information with discretion.
- Ability to maintain harmonious and effective working relationships with other employees, peers, and other departments.
- Maintain a filing system.
- Read, write, communicate effectively and comprehend directions.
- Maintain, direct, improve and analyze payroll processing and procedures.
- Model and practice the highest standards of ethical conduct.

Education and Experience

An Associate's Degree in accounting is highly desired, with three (3) years of progressively responsible experience working in a payroll department. An equivalent combination of experience, education and/or training may be substituted for the listed minimum requirements.

Licenses or Certificates

None.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.