

## **OMNITRANS Job Description**

**Job Title:** Payroll Analyst  
**Department:** Finance  
**Reports to:** Accounting Manager  
**FSLA Status:** Non-Exempt, Level V  
**Approved By:** Board of Directors  
**Approved Date:** (pending)

### **SUMMARY**

This position plans, organizes, coordinates, monitors and carries out the Agency's payroll function under the general direction of the Accounting Manager. Responsible for guiding the payroll technician staff and the day-to-day operations of the payroll division inside the Finance Department.

Analyzes, develops and recommends improvements to the payroll system. Oversight and processes payroll for Agency employees and pensioners. Ensures accurate disbursement of funds for payment of salaries and benefits. Updates payroll procedures and parameters in accordance with union contracts, legal requirements, Agency policies, and Local, State, and Federal rules changes.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans, organizes, supervises, coordinates, monitors and troubleshoots the Agency's payroll processing functions. Assigns, reviews, as well as performs, the following tasks:

Audits of employees pay hours prior to transfer for payroll processing. Audits employees' available hours for vacation, sick leave and availability of requested time. Audits timecard data and reports.

Processes payroll and distributes payroll reports to various departments.

Prepares payroll reports, garnishments and third-party payables and submits to the Accounting Technician for payment.

Files all payroll and employee data reports.

Processes and transmits electronic data to external agencies (e.g. PERS, Deferred Compensation) for processing and payment.

Reviews checks and payroll reports for accuracy and reasonableness prior to distribution.

Reviews and verifies labor distribution report prior to uploading into the General Ledger.

Reviews and maintains all necessary tables, controlling pay types and related employee pay data, including withholding, retirement, and accrual information. Works in collaboration with Human Resources, Information Technology Department and/or consultants as needed.

## **Job Title: Payroll Analyst**

### **Page 2**

Verifies and processes sick leave payoffs, vacations payoffs, and other circumstantial payments. Analyzes payroll reports for accuracy and validates time keeping information from various sources.

Reviews and files quarterly and annual payroll tax reports; review and distribute annual W-2 forms.

Address payroll discrepancies and resolve employee payroll-related concerns promptly and accurately.

Communicates effectively with employees regarding payroll-related inquiries, deductions, and benefits. Performs department outreach and training.

Collaborates with Human Resources and other departments to ensure a seamless payroll process.

Trains assigned staff in payroll processing procedures and regulations. Assigns and oversees daily work to the payroll technician.

Recommends payroll related policies. Develops and implements procedures to provide adequate guidance and documentation for assigned staff as well as the various departments and employees.

Establishes priorities, goals, delivery methods and strategies. Analyzes, develops and recommends improvements to the payroll computer system to improve efficiency and accuracy. Troubleshoots problems and sees to their resolution. Modifies systems with available computer payroll program parameters. Prepares system changes and data for input to test the results on the system. Forwards other computer programming needs to computer staff or consultants for assistance, action or resolution. Develops and incorporates side-systems that facilitate more efficient processing and reporting.

Develops and oversees the maintenance of the records management systems for all Payroll divisional records.

Ensures the confidentiality of all Agency and employee documents not immediately subject to public disclosure.

Remains current with relevant technological advancements as it relates to the field.

### **SUPERVISORY RESPONSIBILITIES**

Reports to the Accounting Manager. The Payroll Analyst does not have any other supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- The principles and practices of public payroll and benefit systems including the knowledge of applicable federal, State and City laws, regulations, rules and policies and procedures.
- Good planning and organizing, problem-solving analysis and decision-making skills.
- Good oral and written communications skills for explaining policies and procedures, completing reports, and addressing employee questions and concerns.

Ability to:

- Maintain the confidentiality of sensitive materials and communications.
- Demonstrate good interpersonal skills for dealing with employees, the public, and representatives of public and private agencies.
- Read, understand, and implement legal and procedural changes affecting work performed.
- Develop a historical perspective of the Agency's payroll system and of past practice precedent setting.
- Evaluate, recommend, and implement improvements to the payroll system.
- Ability to utilize a ten-key calculator with accuracy.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.

### **EDUCATION and/or EXPERIENCE**

Associate degree (A.A.) from a two-year college or technical school; and/or a minimum of three years of related experience and/or training; or an equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **COMPUTER SKILLS**

Must be familiar with current business operating systems, software and programs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.