PAYROLL & FINANCE SUPPORT

POSITION SUMMARY

Payroll support works as part of Finance to ensure that employees get paid accurately and makes appropriate and accurate deductions when processing payroll. Incumbents are responsible for verifying, entering, and documenting all transactions related to changes and updates to employee payroll records. This position performs detailed accounting work related to payroll, general ledger, pension, and cash reporting.

This position also assists in the administration of the financial and business functions of the City of Dickinson by providing support and assistance to Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of duties relating to the operation and maintenance of the payroll software module, personnel and payroll functions; reviews and processes wage, benefit, direct deposit and tax information; maintains time off accruals and balances.
- Generates, reviews, and reconciles payroll reports to ensure accuracy and completeness of payroll, earning statements, and deductions; identifies and resolves discrepancies; transmits direct deposit files; verifies payroll deposits and earning statements are posted each pay period.
- Processes off-cycle payroll checks as needed; prepares quarterly reports to the IRS and the State, reconciles and submits retirement files and other related documents and payments; ensures compliance with City policies, procedures and Federal and State regulations.
- Ensures the City meets legal requirements in regard to payroll taxes, garnishments, State Unemployment and Workers Compensation, the IRS and other regulatory bodies; inputs, retrieves, and analyzes a variety of fiscal and statistical data relating to payroll; compiles, reviews, and files quarterly and annual payroll tax and other required reports.
- Provides assistance and information to employees, supervisors, and members of the public regarding all aspects of the City's payroll process and time keeping practices.
- Contacts supervisors, managers and/or department heads to facilitate proper and complete utilization of the current electronic time keeping program including maintenance of all time keeping correspondence and training of the system.
- Maintains the electronic time keeping system including activating and de-activating accounts; updating workgroup and/or employee preferences; transferring approval rights based on employment changes; researching discrepancies and making necessary updates to time entry errors.
- Generates and distributes W2's and corresponding reports within mandated timeframes; completes transfer of funds for payroll tax deposits and payroll deduction liabilities.
- Maintains a thorough knowledge of the City's Rules & Regulations, Civil Service Rules; and responds to a variety of internal and external inquiries.
- Maintain database of personnel information and accurate payroll records.
- Assists with external annual audits.

- Conducts regularly scheduled internal audits of payroll records to ensure continued accuracy.
- Establishes and maintains effective working relationships with the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Participates in the coordination and administration of special projects or programs as assigned.
- Assist with budgeting and forecasting.
- Reviews, recommends improvements, and implements changes to the City's accounting and financial policies.
- Reviews grant proposals prior to submissions for Police, FBI, and others as assigned.
- Invoice grantors for reimbursement of grant expenditures for grants assigned.
- Prepare routine journal entries to maintain accuracy of general ledger.
- Cross train and provide backup in finance department with accounts payable.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities (position requirements at entry)**:**

- Strong problem solving, decision-making, and analytical skills to assess an issue and recommend a solution.
- Proficient in Microsoft Suite applications.
- Knowledge of personnel rules and regulation manual, classification and compensation plan, and various applicable payroll regulations.
- Pertinent Federal, State and local laws, codes and regulations relating to employment law principles and practices.
- Perform basic math calculations, including percentages, fractions, and concepts of the City's budgeting system.
- Comply with strict deadlines and prioritize workload.
- Knowledge of Governmental Accounting Processes.
- Ability to organize and prioritize tasks to maximize efficiency and to meet deadlines with minimal supervision.
- Knowledge of payroll garnishments and benefit distribution.
- Strong attention to detail and accuracy.
- Maintain confidentiality and exercise good judgement.
- Ethical conduct by being honest, forthright and professional in all interactions.
- Skilled in documenting new processes and troubleshooting procedures.
- Capable of understanding and following both oral and written instructions.
- Exhibits good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to build rapport with others and develop and facilitate teamwork within different functional areas.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to prioritize and handle multiple tasks simultaneously.
- Requires a great deal of independent decision-making. Errors in judgement could

significantly affect the operations of one of more lines of business operations.
- Develop objectives and general policies and procedures for area of responsibility within the general scope of established operational goals and plans.

QUALIFICATIONS

Education and Experience:
- Associate's degree in business related field and/or specialized training or certification in payroll.
- Three+ years of experience in payroll.
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:
- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: talking, hearing, seeing, sitting, standing, walking, and repetitive key stroke motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects may be required.
- Work related travel is minimal.

Classification: Grade: 14 (G-14)
FLSA: Non-Exempt
Created and updated to new format: 1/28/19
Commission Approved: 03/06/2019; 7/16/2024 Reclassify Payroll Specialist-Grade 13 to Payroll and Finance Support-Grade 14
Updated: By HR Nameniuk 08/03/2021; Title change from Payroll Technician to Payroll Specialist 6/8/23 by HR Nameniuk, DCA Carlson, 7/10/24 by DCA Carlson, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.