

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Payroll Accountant (Confidential)	Job Family: 2
General Classification: Management	Job Grade: 33

Definition: To plan, organize, review, and maintain the payroll functions, benefit implementation, and supervision of staff responsible for processing the City's payroll.

Distinguishing Characteristics: Under general direction, this Management position is expected to exercise considerable independent judgment in managing the complete range of activities associated with processing the City's payroll and benefits, interpreting Federal and State laws governing payroll, analyzing legal advice on complex payroll issues, performing complex cost analysis, and making recommendation on the formulation of policies and procedures with Citywide impact. This position also manages the payroll subsystem in the City's financial system and City timekeeping system and is relied upon to implement changes needed in the systems due to Memorandums of Understanding (MOUs), laws, or other required changes. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Receives general direction from the Finance and Administrative Services Director, Assistant Finance and Administrative Services Director, and direct supervision from the Accounting Manager. Exercises direct supervision of professional, technical, and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, organize, coordinate, and manage payroll activities and reporting, including benefit implementation, ensuring proper controls, and compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
2. Compile, review, and analyze data related to payroll and benefit costs, prepare reports, and formulate recommendations on the formulation of Citywide policies and procedures.
3. Oversee hiring, training, evaluation, discipline, and career development of payroll staff.
4. Schedule, supervise, assign, and evaluate the work of the payroll staff on payroll functions, including: electronic timecard system maintenance, Federal and State tax filings, CalPERS reporting, application, and employees' MOU and application of

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Federal and State laws governing payroll reporting to ensure accurate and timely payroll.

5. Provide oversight on compliance with Federal and State laws concerning payroll related to provisions of labor agreements. Provide cost analyses required by management involved in labor agreement provisions.
6. Review, interpret, implement, and explain relevant policies, regulations, and provisions of Fair Labor Standards Act (FLSA), and Federal and State tax laws relating to payroll and employee benefits; and collaborate with Human Resources staff and/or outside resources for clarification and/or interpretation as appropriate.
7. Apply understanding of City's MOUs and collaborate with Human Resources staff for clarification and/or interpretation as appropriate.
8. Manage and maintain the payroll module of the financial system, including ensuring accuracy with calculation codes, processes, policies, and regulatory compliance.
9. Investigate and resolve the most complex and sensitive payroll and benefit issues. Utilize in-depth payroll knowledge to provide accurate estimations and relevant resolutions to solve dynamic payroll problems which may fall outside the normal scope of work.
10. Develop and implement complex changes in pay and benefits formulas generated by the meet-and-confer process, to the extent possible, as allowed by the payroll module in the financial system.
11. Translate new policies, laws, labor agreements, and regulations into new functional codes for the payroll system independently or with assistance from a consultant.
12. Oversee the performance and functionality of the payroll and timecard online software processes. Evaluate, plan, identify, and conduct system testing during system upgrade periods to ensure successful upgrade implementation in the production environment.
13. Identify, test, and implement changes needed in the payroll system each time outside vendors change their system (e.g., CalPERS, State, and Federal transmissions).

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14. Manage and maintain the City's electronic time reporting system and ensure timecard information flows to the payroll module accurately and in a timely manner.
15. Oversee and ensure the accuracy and timeliness of the preparation, distribution, and filing of payroll tax information to employees (W-2), State, Federal, and other agencies.
16. Oversee and ensure accuracy and timely preparation and issuance of retiree/COBRA monthly bills.
17. Manage payroll processing procedures, analyze periodically, and make recommendations for revisions when necessary.
18. Provide customer service to employees on City policies related to payroll and work with Human Resources to ensure policies are administered accurately and consistently.
19. Coordinate efforts and information with other sections, divisions, and departments in the City, and with outside agencies such as the IRS, State, and CalPERS.
20. Assist with the administration of the CalPERS retirement program.
21. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Generally accepted accounting principles as they apply to governmental accounting and payroll; provisions of local, State, and Federal legislation, codes and laws including FLSA, IRS, and State regulations affecting payroll administration, employee pay, and benefits; CalPERS regulations and reporting requirements; practices and procedures relating to basic data processing and systems operation; modern computer software; modern office procedures, methods, and computer equipment, including Microsoft Office applications, payroll software, timecard software, and other applications (e.g., Telestaff); and principles of supervision, training, progressive discipline, and performance evaluation.

Ability to: Prepare, analyze, and audit complex payroll data and draw logical and sound conclusions; analyze how one process may affect another in order to make a sound decision in implementing payroll and benefit changes; analyze operational problems and recommend and implement effective corrective measures;

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understand and interpret Fair Labor Standards Act (FLSA), Federal, and State tax laws relating to payroll and employee benefits and collaborate with Human Resources staff and/or outside resources for clarification and/or interpretation as appropriate; apply understanding of City MOUs and collaborate with Human Resources staff for clarification and/or interpretation as appropriate; independently carry out complex work associated with payroll; manage a computerized payroll system, create reports, schedules, and supporting documents; supervise, train, and evaluate assigned payroll accounting, technical, and clerical staff in the operation of the City's payroll operations, timecard processing, and production of City paychecks and direct deposits; communicate clearly and concisely, both orally and in writing; correspond with outside contacts (CalPERS, EDD, IRS, ExecuTime, etc.) regarding payroll transactions, reports, payments, or problem solving; interpret, explain, and train individuals as to existing payroll policies and procedures; develop and recommend policies and procedures related to assigned operations; implement new methods and procedures; establish and maintain effective and collaborative working relationships with those contacted in the course of work; communicate clearly and concisely both orally and in writing; maintain confidentiality of personnel and payroll information.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university with major coursework in accounting, finance, business, public administration, or a related field. A master's degree is highly desirable.

Four years of relevant payroll processing and benefit implementation experience of an increasingly responsible nature within a complex organization, including one year of supervisory experience. Directly-related experience within a public-sector agency is highly desirable.

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Required Licenses or Certificates:

Individuals must be physically capable of operating a motor vehicle safely and possess a valid Class C, California Driver License. Possession of a Certified Payroll Professional (CPP) issued by the American Payroll Association (APA) is highly desirable.

Established: March 2021

Revised:

HRD/CLASS SPEC

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