

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

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| <b>Position Title:</b> Payroll Accountant I/II (Confidential) | <b>Job Family:</b> 2    |
| <b>General Classification:</b> Professional                   | <b>Job Grade:</b> 25/29 |

**Definition:** To perform all aspects of the City’s in-house payroll systems, including payroll processing, preparation, maintenance, analysis, and review of payroll records.

**Distinguishing Characteristics:**

Payroll Accountant I – This is the entry-level class in the Payroll Accountant series. This class is distinguished from the Payroll Accountant II series by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction, judgment, or complexity of assignments as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Senior Payroll Accountant.

Payroll Accountant II – This is the full journey-level class within the professional Payroll Accountant series. This class is distinguished from the Payroll Accountant I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Receives general supervision from the Senior Payroll Accountant. May exercise technical and functional supervision over the Payroll Technician position.

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

1. Interpret complex rules and regulations, policies and procedures, or other documents as applicable in processing payroll.
2. Apply understanding of the City’s Memorandums of Understanding (MOUs) and collaborate with Human Resources staff for clarification and/or interpretation as appropriate.
3. Prepare, review, and analyze payroll records biweekly for accuracy and completeness; prepare corrections as necessary.

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4. Assist in maintaining the payroll module of the financial system, including ensuring accuracy with calculation codes, processes, and regulatory compliance.
5. Act as the administrator in maintaining the electronic time reporting system and ensure timecard information flows to the payroll module accurately and timely.
6. Prepare and distribute accurate and timely payroll tax information to employees annually (W-2).
7. Make recommendations to improve payroll processing procedures.
8. Develop, monitor, input, and process records in the City's payroll system; calculate and process retroactive pay adjustments; review, verify, and audit payroll data; analyze payroll reports; and extract data and provide information as requested.
9. Analyze, reconcile, and maintain accurate records for payroll accounts, including the reconciliation of Payroll subsidiaries.
10. Prepare and file State and Federal payroll taxes, pensionable earnings, and other mandatory returns/reports.
11. Maintain retiree health and COBRA contribution and billing records; and process monthly retiree health/COBRA bills.
12. May provide technical guidance to lower level payroll personnel.
13. Provide customer service to employees on City policies related to payroll and work with Human Resources in ensuring policies are administered accurately and consistently.
14. Build and maintain positive working relationships with employees and Human Resources by using principles of exceptional customer service.
15. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Generally accepted accounting principles as they apply to governmental accounting and payroll; Federal, State, and City rules, regulations, and laws governing pay, application of tax, and CalPERS reporting; basic data

processing and systems operation; modern computer software; modern office procedures, methods, and computer equipment, including Microsoft Office applications, financial software, timecard software, and other applications (e.g., Telestaff).

#### Payroll Accountant I

Ability to: Apply accounting principles to the maintenance of accurate payroll records; prepare and process full-cycle biweekly payroll; interpret and apply Federal, State, and local laws and regulations, CalPERS rules and regulations, and apply understanding of MOUs in the accurate and timely preparation of payroll; examine, verify, and prepare accurate payroll documents and reports; analyze and audit complex payroll data; create reports, schedules, and supporting documents; correspond with outside contacts (CalPERS, EDD, IRS, ExecuTime, etc.) regarding payroll transactions, reports, payments, or problem solving; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely both orally and in writing.

#### Payroll Accountant II

In addition to the minimum qualifications for Payroll Accountant I:

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 recommendation in implementing payroll changes; independently carry out complex work associated with payroll; interpret, explain, and train individuals as to existing payroll policies and procedures; assist in developing and recommending policies and procedures related to assigned operations; assist in the application of new methods and procedures; and fill in for the Senior Payroll Accountant to respond to immediate Payroll needs in the absence of the Senior Payroll Accountant;

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

Payroll Accountant I—Two years of technical payroll processing experience. A bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field. Experience with a public-sector agency is highly desirable.

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Payroll Accountant II—Two years of payroll processing experience at the professional Accountant I level. A bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field. Experience with a public-sector agency is highly desirable.

**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 Certified Payroll Professional (CPP) is highly desirable.

Established: March 2021

Revised:

HRD/CLASS SPECS

Payroll Accountant I/II