

# CITY OF SIMI VALLEY

## PAYROLL COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, coordinates, oversees, and participates in the City's payroll function including ensuring compliance with state and federal laws, regulations, City policies, and City Collective Bargaining Agreements; performs a variety of duties in support of the City's payroll systems; oversees the maintenance, adjustment, and implementation of the City's payroll system modules; supervises, trains, and coordinates the work of payroll staff; designs and implements payroll policies and procedures for City departments; coordinates assigned activities with other divisions and departments; maintains and reviews financial records; prepares various reports and financial statements; and performs a variety of technical tasks relative to assigned areas of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate, oversee, and participate in the activities and operations of the City's payroll function; directs, coordinates, and reviews the work plan for support staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; implements appropriate discipline; prepares employee evaluations as necessary.
2. Oversee the maintenance, operation, configuration, and implementation of the City's payroll and attendance system modules; provide technical support to end users; identify, troubleshoot, develop solutions for, and resolve system issues; recommend adjustments to the system as necessary.
3. Coordinate with consultants and in-house information systems personnel regarding the development and implementation of system modifications and adjustments to comply with new payroll processes, procedures, laws, and codes, improve current procedures, and resolve system issues; develop test procedures and scenarios for system upgrades and modifications.
4. Coordinate and review the work plan, methods, and processes of the City's payroll staff; monitor work flow; review work products, methods, and procedures; recommend, develop, and implement new processes and procedures.
5. Participate in the selection, training, and evaluation of accounting personnel; meet with staff to identify and resolve problems; ensure work is performed accurately and timelines are met; work with employees to correct deficiencies.
6. Coordinate payroll activities with those of other divisions, departments, staff, and outside agencies; collaborate with human resources staff regarding a variety of human resources and payroll issues; identify payroll requirements when new pay policies, pay systems, and benefits are implemented.
7. Reconcile, report, and remit payroll liabilities including deferred compensation, retirement contributions, and insurances.
8. Generate a variety of payroll reports and records; disseminate reports to appropriate individuals, divisions, departments, and outside agencies.

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9. Review and analyze payroll expenditure reports and balance sheet accounts; prepare and/or audit necessary journal entries; audit payroll bank reconciliations; ensure compliance with existing fiscal policies and procedures.
10. Participate in the analysis and projection of City personnel costs for the annual budget.
11. Assist with preparing financial statements and auditing activities with external auditors and other agencies; prepare reports as necessary.
12. Oversees, coordinates and calculates City employee benefit programs including group life, health and disability insurance, Section 125 Plan, COBRA administration, retirement, retirement health savings program, and deferred compensation programs; calculates and determines benefit adjustments transactions in the payroll system for new hires, separations, and employee organizational reassignments; reviews and approves insurance reconciliations.
13. Oversees and coordinates the calculation of payroll changes and salary adjustments; coordinates, implements and maintains mass salary increases; updates, verifies and maintains pay scale wages; ensures documents are prepared accurately.
14. Oversees the performance, maintenance, modification, and operation, of human resource and timekeeping modules on the City's Enterprise Resource Planning (ERP) System; identifies and resolves ongoing functional and technical issues; coordinates, configures, maintains and tests system modifications; creates employee work schedules; identifies, recommends and facilitates system enhancements.
15. Provides training and technical support to end users for Employee Self-Service (ESS) and timekeeping program; responds to end user requests for information on system use; investigates, troubleshoots and resolves end users problems; develops, coordinates, and tests system modifications to address user needs; maintains system and end user documentation and procedures; coordinates and conducts training sessions as necessary.
16. Oversees and coordinates the City's retiree medical payroll for retiree health benefits including calculating applicable monthly medical reimbursements, general billing for dental & vision benefits, cashiering, collections and reconciliation of benefits, and timely online file uploads and remittance.
17. Oversees and coordinates active employee benefit in areas of billing, collection, and follow-up.
18. Oversees the monitoring of part time, temporary, and rehired annuitant working hours to ensure work hours are not exceeded causing liability to the City.
19. Participates in negotiations with labor organizations including preparing costing and analysis of issues with recommendations, participating in the negotiation team, analyzing the feasibility and technical implications of labor agreement changes and making technical recommendations, and implementing necessary procedures to implement contract changes.
20. Oversees the employee deferral loan process including reviewing reports and data to compare loan balances in employee records to vendor records to ensure payments are applied appropriately to each loan balance.
21. Oversees and participates in the analysis of payroll records and the compilation of data for use by Administrative Services and the City Manager's Office for budget preparation and salary negotiation.
22. Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner or refer to higher staff.
23. Identify and implement methods that will ensure improvement and enhanced efficiency.
24. Provide staff assistance to the Director of Administrative Services.

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25. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of payroll.
26. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices related to the processing of payroll information and maintenance of payroll records.  
Methods and techniques of auditing.  
Principles and procedures of financial record keeping and reporting.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.  
Pertinent federal, state and local laws, codes and regulations.  
Modern and complex principles and practices of general and fund accounting.  
Methods and techniques of governmental accounting and finance practices.  
An Enterprise Resource Planning (ERP) System.  
ERP processing requirements and software configurations.  
Principles and practices of employee supervision and training.  
Principles of business letter writing.  
Memorandum of Understandings (MOUs) and agreements.

**Ability to:**

Oversee and coordinate City-wide payroll processing.  
Troubleshoot, design, implement and test modifications to an ERP system.  
Analyze and resolve technical financial issues.  
Apply accounting principles and procedures to a variety of transactions.  
Maintain and prepare a variety of complex financial statements, reports, and analyses.  
Analyze and interpret complex financial and accounting records.  
Evaluate, develop, and install complex payroll systems and procedures.  
Perform information services system troubleshooting as required.  
Prepare accurate and complete accounting transactions.  
Research data and prepare clear and concise financial reports.  
Perform auditing functions.  
Collect, evaluate and interpret information and data.  
Oversee, plan, coordinate and evaluate assigned activities.  
Develop effective policies and procedures.  
Interpret, explain, and apply laws, regulations, and ordinances related to payroll.  
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work independently in the absence of supervision.  
Supervise, organize and review the work of lower level staff as assigned.  
Supervise the maintenance and maintain accurate records and files.  
Understand and follow oral and written instructions.  
Represent the department effectively in meetings, including making presentations to and facilitating groups.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, accounting, finance or a related field.

**Experience:**

Four years of responsible payroll accounting experience including one year of administrative and/or lead supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting; exposure to computer screens

**Physical:** Sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: June 2019