

City of Aurora

JOB DESCRIPTION

Job Title: **PAYROLL ADMINISTRATOR**
Department: FINANCE
Reports to: ASSISTANT DIRECTOR AND/OR DIRECTOR OF FINANCE
Class: FULL-TIME | CLASSIFIED | NON-EXEMPT | NON-UNION
Salary Range: \$34,000 - \$70,000

GENERAL STATEMENT OF POSITION

The Payroll Administrator is responsible for maintaining a systemized, detailed record of payroll as a function of the City of Aurora's Finance Department and performs related HR administrative tasks as required, in addition to various finance tasks.

PRIMARY RESPONSIBILITIES AND DUTIES

- Compile, compute and prepare all written records for routine bi-weekly computer processing of payroll distributions in a timely and accurate manner.
- Complete and balance payroll reports for certification, deduction reports for payment, and issue deduction payments.
- Compile and submit monthly, quarterly and annual payroll reports to federal, state and local taxing agencies.
- Responsible for preparation of W-2 forms, year-end reports, and all related government forms.
- Responsible for reporting, correspondence, and employee and employer payments to Public Employees Retirement System (PERS) and the Police and Firemen's Disability and Pension Fund (OP&F).
- Responsible for logging attendance and tracking benefit hour accrual and usage.
- Maintain compliance with six negotiated collectively bargained agreements.
- Perform monthly reconciliations of bank accounts and perform other Finance Department tasks as needed, including back-up tasks for Accounts Payable Clerk.
- Responsible for processing benefit premium payments for health, dental, and life insurance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge and experience of payroll processes; general knowledge of bookkeeping, mathematics, and payroll computation; excellent verbal and written communication skills; attention to detail; confidentiality; ability to work with others; proficiency in Microsoft Office Suite with special emphasis on Excel abilities.

MINIMUM EXPERIENCE REQUIRED: Graduation from an accredited high school and two (2) years' experience in an administrative, multi-faceted environment, or any equivalent combination of experience or training which provides the required knowledge, skills and abilities.

PREFERRED EXPERIENCE: Bachelor's Degree in accounting or related field and at least five (5) years' experience in a municipal payroll position; experience with Software Solutions Inc. (SSI) VIP Software.