



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Payroll Specialist  
**Reports To:** Controller  
**Division:** Finance and Business

**Position Code.:** 1082-110  
**Classification:** Non-exempt  
**Date:** 03/2024

#### **JOB SUMMARY:**

Under general supervision, provides highly technical support for the Finance and Business department; processes biweekly payroll for the library system; maintains computerized and manual payroll files; reconciles monthly bank statements; processes and maintains retirement documents; enters budget requests; performs budget-expenditure analyses; prepares invoices for reimbursements of library expenditures; and may perform duties of the purchasing specialist in their absence.

#### **ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Provides excellent guest service.
- Processes biweekly payroll for all employees. Duties include, but are not limited to, verifying time sheet approvals authenticating payroll deduction changes; reviewing accuracy and additions of pay changes entered by the Human Resources department; preparing payroll purchase orders for benefit deductions and distributing checks appropriately; providing payroll reports to the Human Resources department and other administrative staff, as needed; sorting and routing checks to the proper branch or department; and filing payroll-related documents.
- Prepares other payroll-related information, such as Bureau of Labor reports and taxable benefits payments.
- Keeps up with new payroll-related laws by printing recent development from on-line Payroll Guide subscriptions and/or other sources and discusses changes with the Controller. Recommends necessary procedural changes and improvements.
- Communicates with department heads and employees for payroll related information and provides specific documentation as requested.
- Maintains workers' compensation certification files for service-providing contractors and a list of those who do not have a certificate (such as performers).
- Reconciles monthly bank statements for bank accounts of the library system. Investigates any discrepancies and makes appropriate adjustments.
- Initiates appropriate retirement documents for retiring or terminating employees and makes sure all documents are properly executed.
- Maintains files for retired, terminated, and inactive employees. Initiates retirement process for inactive employees at appropriate time.
- Provides necessary retirement information as requested by current employees, inactive employees, and retirees.
- Obtains and reports copier usage information of all copiers used by libraries and the administration building. Verifies the information against invoices to assure correct maintenance charges.
- Completes all required and assigned training on time.
- Assists Purchasing in furniture and fixtures inventory and surplus sales, as directed.
- Performs the work of the Purchasing Specialist when absent, as assigned by the Controller.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required; and completes required safety training each quarter.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest records and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations.

#### **INTERACTION:**

- Interaction with all levels of staff, vendors, and the public.

#### **MATERIAL AND EQUIPMENT USED:**

- Coin and Bill Counters
- Computer(s)/Printer(s)
- General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- High School diploma or GED; and
- Five years of experience in an accounting or payroll position.

### **Licenses and Certifications:**

- None

## **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Associate degree in a business-related field
- Certified Payroll Professional

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Basic accounting principles specifically applicable to accounts payable, accounts receivable, and payroll.
- Paycom Software (preferred).
- Intacct accounting software (preferred).
- Accounting practices and procedures, such as bank reconciliation, book balancing, cash handling, escheat checks handling, and other internal control practices.
- Federal and state laws related to payroll, escheat checks, and insurance.
- General office procedures, policies, and practices.
- Basic principles and practices of library operations.
- Computer applications such as Microsoft Word, Excel, or similar spreadsheets as well as system-wide programs.
- Standard business mathematics, including percentages, fractions, and projections.
- All computer applications and hardware related to performance of the essential functions of the job.

### **Skill in:**

- Designing and creating statistical reports including graphs by using spreadsheet applications.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Preparing clear and concise reports, correspondence, and other written materials.
- Communicating clearly and effectively, both orally and in writing.
- Providing guest service in a cordial manner.

### **Mental and Physical Abilities:**

- Ability to concentrate and pay close attention to number and other details despite frequent interruptions associated with answering the telephones or speaking in person to someone requiring assistance.
- Ability for speak clearly and effectively with others either by telephone or in person.
- Ability to maintain confidentiality of information.
- Ability to read and interpret documents such as personal rules, equipment operation and maintenance instructions, procedure manuals, and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, handle, or feel, reach, speak, and hear.
- While performing the essential functions of this job the employee is occasionally required to stoop, kneel, crouch, or crawl, and lift and/or move up to 20 pounds.

## **SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.