



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Payroll Specialist I</b>	<b>FLSA:</b> Non-Exempt
<b>CLASSIFICATION:</b>	<b>Confidential</b>	
<b>SALARY RANGE:</b>		
<b>DIVISION:</b>	<b>Administration</b>	<b>DATE:</b> 9/21/2021
<b>REPORTS TO:</b>	<b>CFO/Director of Finance</b>	

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### POSITION SUMMARY:

Responsible for coordination, administration, quality assurance, and the timely delivery of the District's payroll and central timekeeping systems and activities. Under supervision, the incumbent will become proficient and as experience is gained, will acquire greater independences of action within established guidelines. This is a confidential position.

### ESSENTIAL FUNCTIONS:

- Prepares for review and approval, District's bi-weekly payroll and other functions related to payroll, which includes but is not limited to balancing and maintenance of voluntary and mandatory deductions, remittance of payroll taxes and insurance premiums, submission of electronic transfers; calculates gross pay adjustments, pro-rated leave, termination pay, child support, garnishments, and IRS levy withholdings.
- Ability to identify payroll policies, compliance with collective bargaining agreements, federal and state regulations, labor standards, Nevada PERS, etc., and apply under supervisory direction; ensures changes and updates are identified and properly applied and appropriate notifications are made.
- Under supervisory approval, ability to modify and apply backend system calculations to ensure accurate hourly payout of wages, incentives, and any other employee wages or benefits.
- Accurately calculate and prepare manual employee checks for review and approval.
- Administers annual leave updates and resets hours according to policy or collective bargaining agreements; calculates the vacation and sick leave annual buy-back program, ensuring accuracy and verifying annual vacation and sick hour reset; ability to calculate and apply other employee leave.
- Assists employees with questions related to payroll, including deductions, calculations, time reporting, etc.; manages direct deposit updates, deduction modifications, and all other employee requests related to payroll.
- Under supervision, assists with audit preparation; coordinates and prepares related documentation for external auditors; assists during the audit process.
- Identifies payroll, accrual and timekeeping software issues and works with technical support liaisons to test and resolve problems.
- May assist in preparation of costs related to contract negotiations.
- May assist in preparation of various District billings, such as fire billing, restitution, District contracts, standby fees, plan review fees, etc.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- May assist in receiving, prepares and posts deposits to the bank and accounting software, ledgers or computer-based spreadsheets/databases; scans documentation for bank deposits and electronic storage/review; reconciles bank statements and other accounts.
- Prepare the upload of information related to payroll deductions, voluntary and retirement benefits into accounting software.
- May prepare reports for board meetings.
- Other duties as assigned Performs a variety of administrative/clerical/record management tasks as required. May provide back up for Accounting Specialist.
- Performs required record management tasks at fiscal year-end.
- Upon supervisor approval, provides information to District staff that requires the use of judgment and the explanation of policies, rules or procedures.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Participates in Emergency Operation Center deployment activities and provides administrative support as required.
- Under supervision, responsible for quarter end reconciling within the payroll system.
  
- Under supervision, responsible for closing calendar and fiscal year within the payroll system, verifying and ensuring that all data changes over accurately; ensures all year-end processing is completed accurately and within required timeframe for accurate W2 reporting and issuance
- Under supervision, properly applies Public Employee Retirement policies related to retirement distributions, call back rules, and all other applicable regulations
- Under Supervision, prepares Monthly PERS report and responds to PERS inquires.
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### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience:**

High School diploma/GED; AND two (2) years of payroll administration experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief or designee.

### **Required Knowledge and Skills**

Knowledge of:

- Applicable District policies and procedures.
- Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business mathematics and statistical practices.

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- Applicable rules, regulations, laws and codes.
- Practices of reviewing financial documents for completeness and accuracy.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.
- Research and analysis and project implementation techniques. Nevada Public Employee Retirement Systems (PERS) requirements and Fair Labor Standard Act (FLSA)
- Principles and practices of payroll administration

### **Skill in:**

- Performing financial office support work.
- Reading and explaining rules, policies and procedures.
- Identifying and reconciling errors and discrepancies.
- Organizing, researching and maintaining financial files.
- Making accurate mathematical and statistical calculations.
- Managing assignments and meeting deadlines.
- Reviewing documents and date for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- None.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

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### CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees may be required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFFFDP participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_