

CITY OF CHATTANOOGA

Classification Specification Title: Payroll Technician

Department: Finance

Pay Grade: GS.06

Supervision Received From: Mgr. Payroll

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/30/14

**Revision Dates: 4/3/25;
12/11/23; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing all duties of the Payroll Assistant and transmitting bank and tax files to pay employees; voiding checks; special projects and programs; reviewing, verifying and processing payroll documentation. Duties include calculating leave balances; coordination of garnishments and tax levies; implementing system updates; providing training to other staff and departmental Personnel Assistants and Administrative Support Assistant II. Works under limited supervision.

SERIES LEVEL: The Payroll Technician is the first level of a three-level payroll series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a lead on projects and programs to include assigning and monitoring work; scheduling work; coordinating work assignments; training and providing work direction.

Processes payroll which includes reviewing and preparing payroll runs to generate payroll checks, accounting reports, vouchers, check registers, payroll registers and deduction checks; editing time card detail report against calculated pay for employees; ensuring pay code time used balances with standard hours; balancing calculated payroll deductions against employee deductions; reviewing and verifying garnishments; resolving errors and discrepancies; processing and printing employee payroll checks; balancing check print totals against calculated payroll totals; finalizing runs; implementing system updates; generating related reports; processing direct deposits, positive pays and tax deposits; and performing other related activities.

Imports pension element register to spreadsheet; monitors, edits and checks formulas with arguments to determine if correct deductions have been made; makes adjustments and records explanation for differences/exceptions.

Utilizes spreadsheet software formulas with arguments to calculate and verify pension deductions on employee payrolls; edits formulas as needed; makes adjustments as needed on employee records; and records explanation for difference/exceptions.

Serves as a liaison to internal departments regarding payroll activities, policies, procedures, inquiries and complaints; researches and resolves payroll errors or problems.

Assists the Payroll Supervisor in testing and troubleshooting Oracle software.

Must have a thorough understanding of required outcomes in order to assess the accuracy of resulting gross pay, deductions (voluntary and involuntary), taxes, benefits, and other miscellaneous payroll events and the resulting net pay.

Processes and monitors court orders involving payroll deductions which includes determining category of order, employment status, impact of other outstanding court orders and required actions; entering deduction data into payroll system; notifying court of potential problems; monitoring court ordered deductions and notifies court of deviations in ordered deductions; preparing court answers and ensuring the timely processing of documents in accordance with applicable legal requirements.

Makes decisions involving check stop payments, voided checks, check replacement, W-2s, direct deposit returns and uncashed checks. Serves as a contact for the City's bank regarding verification of electronic payment files, valid check numbers or other related problems and issues.

Coordinates verification of questioned payments with the bank and the City Treasurer's Office.

Develops training material for staff and departments for new processes and software changes.

Provides information to internal and external auditors as needed. Reconciles Oracle General Ledger to Oracle Payroll Gross to Net report to identify and resolve any differences.

Files and maintains payroll documentation in compliance with applicable internal requirements and government regulations.

Maintains the integrity and efficient operations of the computerized payroll systems; reconciles and validates data related to employee deductions, pay, and/or other related information.

Maintains departmental databases, employee files and master files; keys information into automated systems and maintains paper copies; transmits records to microfilm or other archive storage as required.

Composes and prepares employee withholding information, correspondence, memorandums and other related documents; prepares year-end and other specialized reports, reviewing for accuracy and completeness; maintains related correspondence and reports.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

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Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED, completion of accounting coursework, and three (3) years of related payroll experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of advanced payroll processing practices; banking procedures; court-mandated garnishment procedures and practices; automated payroll processing systems; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; mathematical concepts; modern office equipment and procedures and customer service principles. Skill in prioritizing and assigning work; processing payroll; balancing and verifying payroll calculations; processing automatic deposits; operating modern office equipment; using a computer and related software applications; keyboarding; maintaining databases; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; performing mathematical calculations; providing customer service; preparing and maintaining records; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.