

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Payroll Specialist

GRADE: 22

DATE: 8/26/2020

SERIES: Corporate Accounting and Finance CODE:1234 EEO: Paraprofessional FLSA: Exempt

Class Definition:

Under direction and within the Department of Finance, performs a variety of Commission-wide payroll assignments to ensure the accuracy of the Commission's payroll processing. Reconciles payroll accounts; analyzes and reconciles payroll prior to closing. Performs research and analysis of payroll and absence management problems; performs quality control during payroll processing. Answers questions and provides information on payroll requirements; May provide training to less experienced payroll technicians. Some work is confidential or sensitive. As an individual contributor, the work results in the accuracy of various payroll products or services. Applies knowledge and skill in payroll processing, income tax withholding and regulations relating to employee pay and knowledge of applicable automated payroll and accounting systems. Independently performs various types of analyses and solves conventional problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of the functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with established policies or procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guidelines. The incumbent is to keep the supervisor informed and to seek assistance only for unusual matters. Work is expected to be accurate – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of sound judgment in identifying, assessing and presenting accounting solutions.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±75%)

- Payroll Accounts/Reconciliation. Maintains payroll-related accounts and is responsible for the reconciliation of one or more accounts. Prepares various accounting papers, journal entries, schedules, exhibits and summaries. Determines the need for new accounts and revisions in the accounting structure. Prepares and reconciles payroll cash requirements for deductions and submits to Accounts Payable. Reconciles payroll general ledger accounts and creates journal entries; submits to accounting.
- Research and Quality Control. Researches the accounting treatment of complex transactions. May perform periodic internal audits of various payroll areas and prepares materials for external or internal auditors. Analyzes and reconciles payroll prior to closing to ensure accuracy and completeness and reviews the work output of lower-level Payroll Technicians. Performs research and analysis of payroll and absence management problems and notifies parties of the progress of analysis and resolution. Saves payroll output in accordance with payroll procedures and processes for audit and backup. Confirms changes and adjustments to employee earnings history performed by lower level Payroll Technicians. Performs quality control during payroll processing to ensure outputs do not exceed established tolerances for net pay, taxable income is reported for all employees and deductions are accurate. Analyzes and corrects errors and exceptions.

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- Payroll System and Processing. Ensures data entry is performed accurately. Exports attendance data files from the timekeeping system and uploads to the payroll system per the pay schedule. Prepares accounting transactions and documents. Processes garnishments and levies. Balances and controls earnings and deduction totals; calculates and prepares general ledger entries. Inspects automated system output such as registers and standard reports; determines and corrects out-of-balance conditions. Gathers payroll data for inclusion in financial statements; researches and prepares special reports for management. Updates employee payroll records (tax forms and direct deposit information). Generates payroll reports for distribution to third parties (e.g. Credit Union, Municipal and County Government Employees Organization, International City Management Association, Fraternal Order of Police). Files voluntary deduction reports, processing involuntary deductions, such as levies and garnishments.

2. Other (±25%)

- Maintains confidentiality of data, including legally-protected personal information, sensitive compensation data, general ledger information and other sensitive information.
- Answers questions and provides information on payroll requirements to managers and employees. Explains payroll policies, procedures and standards to managers and other customers. Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork.
- Examines payroll records and source or supporting documents of various types, as assigned, for accuracy and completeness. Investigates accounting errors. Makes adjusting entries to correct records.
- Builds knowledge of, and skills in, payroll, and stays informed of changes in internal guidelines. May train less experienced staff.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, accounting, reporting time and attendance and performing other functions. May be involved in system implementations, upgrades, training and related documentation.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying: (a) payroll processing; (b) income tax withholding and Federal Insurance Contributions Act (FICA); (c) Fair Labor Standards Act (FLSA); (d) accounting practices; (e) automated payroll and accounting systems.; (f) Applicable union contracts*; (g) use of various computer software in maintaining financial records.
(2) Knowledge of Commission organization, policies and procedures.*

* *Typically acquired or fully developed primarily after employment in this job class.*

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- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to obtain desired results, including agreement or compliance.
- D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes establishing and maintaining working relationships and working as a member or leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Finance, Accounting, Business Administration or any related field.
- 2. Two (2) years of progressively responsible experience in payroll, accounting or bookkeeping experience.
- 3. An equivalent combination of education and experience may be substituted, which together total six (6) years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort; may require greater physical effort on an incidental basis. May be subject to various job demands such as high volume of work and tight deadlines. Work occasional evenings, weekends, and holidays.