

**POSITION TITLE: PAYROLL SPECIALIST**

**DEPARTMENT: FINANCE**

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Finance Director

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0      INDIRECT: 0

### POSITION FUNCTION

This position is responsible for payroll issuance and associated reporting for the City of Bowling Green's workforce. The City has multiple unions as well as other non-union employee groups.

### JOB RESPONSIBILITIES

Performs all activities necessary to process 1 or more payrolls, including maintaining related records, filing tax reports, pension reports, voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.

The position also maintains payroll and related records recording the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence. Enters deductions for group health, life, and other insurance premiums and processes payments for insurance carriers and other program vendors.

The incumbent is responsible for all payroll tax activities, including compliance with local, state, and federal regulations and filing local, state, and federal payroll tax returns.

Reports and filings include:

941 Federal Taxes; State Taxes; City Taxes; Various School District Taxes  
Medicare  
W2 Wages  
Ohio Public Employees Retirement System (OPERS) Report monthly  
Police and Fire Pension Quarterly  
Workers Compensation  
Job and Family Services (including Multiple Worksite Report – BLS 3020)  
Deferred Compensation entities  
Various Union Dues  
Medical, Dental, Life Insurance withholdings and payments  
Child Support and Other Garnishments

Performs other related duties and reporting as assigned.

### PHYSICAL REQUIREMENTS

Routine office physical demands -- sitting, talking/hearing and using hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p>	<p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed in an office setting and is subject to pressure from deadlines.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; three to five year's experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.