



City of Cottage Grove
Job Description

Payroll Technician

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| Department: Finance | FLSA: Non-Exempt |
| Reports to: Finance Director | Representation: Non-Represented, Full-Time |
| Pay Range: Range 13B | Date Adopted: <i>March 2025</i> |

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs a variety of complex and highly technical tasks essential to accurately processing the City's payroll. Ensures precision by preparing, verifying, and transmitting payroll-related billings and payments while adhering to strict deadlines and regulatory requirements. Prepares detailed and comprehensive reports to substantiate billings and payments, ensuring all data is accurate and complete. Responds to routine payroll inquiries from City employees with professionalism and accuracy, referring intricate or sensitive questions to the appropriate staff members. This role demands exceptional attention to detail, a methodical approach, and the ability to manage multiple responsibilities while maintaining a high degree of accuracy and reliability.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Contributes effectively to the accomplishment of city goals, department objectives and activities.
2. Prepares monthly and semi-monthly payroll; prepares and submits related payroll tax reports, including W-2s and quarterly reports.
3. Prepares calculations and reports related to various fringe benefit programs of the City; prepares payments for payroll-related expenses and deductions.
4. Coordinates final checks with Human Resources.
5. Performs and verifies data entry for payroll in the payroll system and other vendor portals, including maintenance and verification of employee records.
6. Works with Human Resources to review, verify, input, and process payroll personnel action forms, ensuring accuracy of content.
7. Assists in the orientation and onboarding process; trains new employees on electronic timesheet entry.
8. Assists with the preparation of reports and required information for the annual audit.
9. Assists in the preparation of compensation analysis reports in support of the collective bargaining process.
10. Assists in the preparation of annual 1095C tax forms.

11. Conducts periodic audits to verify payroll compliance with the CBA, policies, and regulations to identify and correct any discrepancies.
12. Keeps up-to-date with changes in labor laws and union agreements that may affect payroll practices.
13. Follows all rules, policies, procedures, and laws.
14. Performs additional tasks assigned by management.

IMPORTANT FUNCTIONS:

1. Develops and maintains comprehensive Standard Operating Manuals (SOM) to ensure consistency in procedures and compliance with organizational policies.
2. Utilizes a city vehicle to travel between worksites, delivering training on timesheet procedures and updates.
3. Accepts payments for services, utility receipts, parking permits, court payments, dog licenses, and other monies received by the City; issues receipts and balances cash as needed.
4. Maintains work areas in a clean and orderly manner, paying attention to safety.
5. Operates a computer and other equipment necessary to complete the essential functions, including word-processing, email, and other programs.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Sitting for extended periods: The job involves frequent deskwork, such as payroll processing, data entry, and report preparation.
- Manual dexterity: Regular use of computers, calculators, and office equipment requires fine motor skills and precision.
- Occasional lifting and carrying: Handling office supplies, documents, or deposits might require lifting or carrying items, typically up to 25 pounds.
- Walking/standing: Moving between departments, workstations, or delivering training at other locations may require mobility.
- Visual acuity: Working with detailed financial data and reports requires excellent close vision and attention to accuracy.
- Speaking and hearing: Effective communication with employees, customers, and staff through various channels (in person, phone, email) demands clear speech and good hearing.
- Reaching and bending: Filing documents, accessing records, or retrieving supplies may require light physical effort.

JOB SPECIFICATIONS:

Education & Experience:

- High school graduation or equivalency *required*.
- 18 years of age or older *required*.
- A minimum of 1 Year of experience in payroll processing and administration *required*.
- A minimum of 1 Year of experience handling confidential/sensitive information *required*.
- Public sector experience *highly preferred*.
- Experience processing payroll for a large sized employer (50+employees), with multiple employee groups *preferred*.
- Any combination of experience and education that demonstrates the knowledge, skills, and ability to perform the above-described duties.

Knowledge, Skills and Abilities:

Knowledge:

- Understands tax regulations, deductions, and compliance requirements.
- Maintains awareness of labor laws, benefits regulations, and payroll compliance standards.
- Demonstrates appropriate grammar, punctuation, spelling, and usage.
- Possesses considerable knowledge of general accounting principles.
- Applies general office principles and practices effectively.

Skills:

- Ensures accuracy in payroll processing and identifies discrepancies.
- Provides exceptional customer service.
- Exhibits openness to feedback and criticism with the ability to adjust and improve accordingly.
- Utilizes financial software and desktop publishing programs effectively.
- Operates standard office equipment, including a ten-key calculator by touch.
- Demonstrates proficiency in data processing applications, including spreadsheet software programs.
- Applies strong mathematical and problem-solving skills.
- Communicates effectively with strong interpersonal skills.
- Demonstrates self-motivation.
- Takes a thorough, methodical approach to tasks.
- Manages tasks with strong organizational skills.
- Disseminates information effectively.
- Communicates clearly both verbally and in writing.

Abilities:

- Demonstrates flexibility to perform additional duties, provide backup support, and adjust to changing departmental needs.
- Performs detailed work involving numerical data with precision.
- Applies general accounting principles to resolve problems and verify the accuracy of work.
- Accurately performs mathematical computations involving decimals, fractions, and percentages.
- Works cooperatively and maintains a professional demeanor when interacting with City officials, staff, and the public.
- Functions effectively both independently and as part of a team.
- Prioritizes safety and promptly reports hazards or concerns.
- Maintains confidentiality of materials.
- Plans work and establishes priorities effectively.
- Meets urgent deadlines and works efficiently under time pressures.
- Maintains focus despite distractions such as telephone calls and other interruptions.
- Exercises judgment, decisiveness, and creativity in adapting to frequently changing predefined duties.
- Follows oral and written instructions accurately.
- Works independently in the absence of supervision.
- Performs essential functions of the job with efficiency.
- Carries out other duties as assigned by management.

Special Requirements and Certifications:

- Possess and maintain a valid Oregon Driver's License, maintaining a safe driving record.
- Certified Payroll Professional (CPP) from the American Payroll Association or ability to obtain certification within 3 years of appointment.
- Must pass a post-conditional job offer credit and background check, ensuring trustworthiness in handling sensitive customer and employee financial data and significant currency during daily operations.

Supervisory Duties:

None.

Supervision Received:

Direct supervision from the Finance Director and Finance Analyst. Works closely with Human Resources regarding benefits, final checks, CBA applications/adherence, and employee status changes.

Confidential Information:

Uphold the highest standards of trust and integrity by maintaining the confidentiality of sensitive information, materials, and inquiries. Handle confidential employee information, including medical, personnel records, and payroll/financial information with the utmost discretion and adherence to privacy standards. Demonstrate a strong commitment to honesty and confidentiality when addressing employee relations, ensuring sensitive matters are managed with professionalism, respect, and confidentiality as a top priority. Foster a reliable and trustworthy environment that safeguards the organization's values and the personal information of its employees.