



CITY OF HAWTHORNE
PAYROLL ASSISTANT
Classification Specification
(Classified)

JOB SUMMARY

The Payroll Assistant works under the direction of the Finance Director, or designee, to perform routine clerical and administrative work in relation to the City's payroll functions and compiles certain payroll data including the maintenance of payroll files.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Payroll Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Answers a variety of payroll related questions from City employees; researches and resolves payroll issues; explains City payroll policies and procedures.
- Processing audit of payroll information received from each department; reviews, audits and enters timesheet data into the computer as necessary.
- Processing pay changes and payroll deduction changes.
- Assists in monitoring City MOUs and IRS regulations for payroll compliance and responds to questions and inquiries regarding payroll procedures, MOU interpretations and tax related filing and deductions.
- Verify and correct balances of vacation, sick, compensatory and other leave credits; assists with reconciliation and adjustment of employee year-to-date leave balances.
- Provides customer service to staff and to the general public in a courteous manner; resolves inquiries in an efficient and timely manner.
- Researches records to verify wages for unemployment claims; assists City Clerk with payroll related public records requests.
- Assists with preparation of monthly, quarterly and annual payroll related reports, including PERS reports.
- Assists in computing and processing pay adjustments due to Workers' Compensation, LOA, LTD and retroactive pay adjustments.
- Completes special projects and reports as requested; such as but not limited to Subpoenas, PERS buy back requests, public records requests, etc.
- Assists the Payroll Technician with duties as assigned.
- Performs other duties as required.
- May be required to work shifts, weekends, and/or holidays.
- Assists with questions and requests from Auditors

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from high school or GED equivalent;
- Associate's Degree in accounting or related field is desirable;

- AND a minimum of two (2) years of full-time clerical experience, one (1) of which must be in the area of payroll or related field.

Licenses, Certificate and/or Special Requirements

- A valid California motor vehicle operator's license is required

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of office practices and procedures emphasized with bookkeeping and record keeping.
- The ability to understand and follow complex oral and written directions.
- Working knowledge of and ability to use various computer software programs, such as spreadsheets and word processing.
- The ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships, with the general public and city staff.
- Knowledge of basic accounting principles, practices and procedures involved in the preparation and processing of payroll records.
- Knowledge of procedures, methods and office equipment used in financial transactions and record keeping.
- Skill in the operation of a variety of office equipment, including calculator, typewriter, and extended daily use of a personal computer/data terminal.
- Ability to work independently; analyze unusual situations involved in fiscal, financial, and statistical record keeping systems and resolve through application of City policy.
- Ability to make arithmetical calculation quickly and accurately;
- Ability to perform clerical, financial record keeping work; understand and follow verbal and written directions;
- Ability to apply and detect errors in specific segments of a record keeping system.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level

in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Exemption: Non – Exempt

Bargaining Unit: HMEA

Revised: 1/28/2020, 03/15/2023

CSC Approved: 2/6/2020

6/19/2014

3/16/2023