

## **PAYROLL OFFICER**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the payroll function for Lafayette Consolidated Government and its external agencies. Purpose of work is to maintain the consistent flow of a biweekly payroll cycle and accurately work within Federal and State Regulations.

Incumbent works under the general direction of an Accounting Supervisor and has no supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Verifies accuracy of employee numbers, regular and overtime hours, and account/budget charged on time sheets; processes pay orders for tax changes, salary changes, and payroll deductions and makes adjustments to paycheck as needed; balances leave records with the time sheets; insures time sheet and pay order information is correctly entered in computer, corrects information not properly entered; and sorts and disburses payroll checks. Deposits federal and state taxes; sends checks to vendors, e.g. credit union, for payroll deductions, makes journal entries and transfers to the general ledger; and makes payments to the retirement systems. Maintains worksheets for year-to-date, unemployment, special assessment, worker's compensation, Retirement Systems, and fiscal year accrual reports. Updates bank reconciliation file, processes advance checks, prepares journal vouchers, and prepares annual report to aide auditors. Coordinates with data processing to update programs in accordance with IRS & Social Security Tax regulations.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of Federal and State payroll regulations, especially those relative to government employees.

Considerable knowledge of Governmental Fund accounting and other accounting principles and practices.

Knowledge of the process, materials, and methods of the payroll function and its effects on and relationship to other accounting functions.

Ability to analyze and compile various payroll data.

Ability to perform mathematical computations with speed and accuracy.

Ability to establish and maintain effective relationships with all City-Parish personnel and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in accounting or a related field and experience in government payroll work or an equivalent combination of training and experience.