

City of Fort Worth, Texas

Job Description

Classification Title	Financial Payroll Administrator		
Job Code:	PR5971	Job Family:	Professional
Pay Grade	613	Date Reviewed:	07/02/2024
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates complex payroll and financial tasks to include payroll processing and functions related to the preparation, remittance, and reconciliation of payroll reports, benefits, and payments within the Corporate Payroll Section of the Financial Management Services Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manage the city's centralized processing of bi-weekly and off-cycle payroll, encompassing garnishments, benefits, and tax withholdings, in strict adherence to federal and state wage and compensation regulations. Ensures the timely issuance of paychecks and direct deposits.
3. Manages and ensures accurate and consistent payment of payroll liabilities in compliance with federal, state, and/or local regulatory requirements.
4. Prepares reports and provides payroll information including federal tax reporting, state, and other regulatory reporting requirements in accordance with appropriate regulations. Maintains payroll information, files, and other relevant data in accordance with City record management requirements.
5. Oversees the functionality and maintenance of payroll systems, actively participating in software upgrade tests.
6. Collaborates effectively with Human Resources, IT, and other relevant departments to review cross departmental impacts, reconcile data sharing, and provide relevant guidance to departmental staff.
7. Provides complex staff guidance to the Financial Management Services Department senior management team; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.

8. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; works with employees on the continuous improvement of department specific services.
9. Participates in the development and implementation of departmental goals, objectives, policies and priorities.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - City and departmental procedures, policies, practices and processes.
 - Principles and practices of payroll policies and procedures.
 - Operations, services and activities of automated accounting and payroll systems and software programs.
 - Methods of financial and economic analysis and forecasting.
 - City's PeopleSoft Payroll System.
 - City policies and procedures, departmental general orders and meet and confer contract.
 - Principles of supervision, training and performance evaluation.
 - Research and analysis methods.
 - Pertinent Federal, State and local laws, codes and regulations governing municipal funds and investments.
- **Skill in:**
 - Organization and time management.
 - Prioritization.
 - Interpersonal relations.
 - Customer service.
 - Computers and applicable software.
 - Project Management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective payroll processes and services.
 - Interpret and explain City payroll policies and procedures.
 - Present information to the city Administration, City Council, and citizens, via informal reports, Mayor and Council Communications or presentations.
 - Establish and maintain effective working relationships.
 - Research and resolve complex payroll issues.
 - Work with internal and external customers.
 - Prepare clear and concise reports.
 - Operate computerized equipment including various software programs.

- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business, finance, accounting or related field and four (4) years of experience in payroll administration, financial applications and software, and related financial tasks, with at least one year of administrative and lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.