

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Financial Payroll Analyst		
<b>Job Code:</b>	CL5330	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	511	<b>Date Reviewed:</b>	07/02/2024
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under direct supervision, performs various tasks related to the city payroll functions to include reporting quarterly and annual Tax and Financial forms, W-2, and other third-party financial transactions relating to the City of Fort Worth. City Payroll Analysts provide a high level of technical support and guidance to payroll staff within various departments of the City.

### 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. Performs and initiates bi-weekly and monthly payrolls accurately and timely for the City of Fort Worth. Analyzes and validates employee payroll information, data and coordinates with appropriate City Departments to carry out any necessary corrective action.
2. Participates and performs the verification of citywide employee payroll deductions, such as union dues, taxes, and charitable contributions, ensuring they are correctly processed and recorded.
3. Assist with the off-cycle payroll tasks, such as processing terminations, retirements, and establishes and executes all electronic payroll transactions. Develops third party vendor reports and assist with the release of third-party vendor payments.
4. Produces payroll checks and initiates payroll transactions which record postings to clearing accounts, third-party payroll vendor accounts, and to General Ledger accounts. Calculates and summarizes data from various payroll reports and prepares disbursements of funds.
5. Coordinate with departments and city employees, to addresses payroll-related inquiries and issues. This includes explaining payroll calculations, resolving discrepancies, and providing guidance on payroll policies and procedures.
6. Creates garnishment reports and executes the release of garnishment payments, validates and initiates off-cycle payments.
7. Reconciles third-party payments; conducts appropriate research and complies spreadsheets and relevant reports for Public Information Requests.

8. Develops and reissues lost or misplaced W-2's and performs research for various tax reporting inquiries and personnel concerns.
9. Interprets payroll arrangement and transactions and provides relevant payroll reports to City Departments upon request.
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:**
  - Accounting and payroll data software programs.
  - Principles and procedures of payroll.
  - Payroll software, including troubleshooting and optimization.
  - Basic mathematical principles, reasoning and analytical skills.
  - Basic report writing principles.
  - Office equipment including computers and supporting word processing and spreadsheet applications, specifically Microsoft Word and Excel.
  - Payroll financial reporting requirements (i.e. W-2's, Quarterly Reporting, etc.).
  - Pertinent Federal, State and local laws, codes and regulations relevant to payroll.
- **Skill in:**
  - Analyze complex payroll data.
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
  - Accuracy and attention to detail.
  - Problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Perform detail-oriented functions while multi-tasking in a fast-paced environment.
  - Establish work priorities to ensure accurate and timely completion of job tasks.
  - Perform mathematical calculations and procedures.
  - Prepare and organize clear and concise reports.
  - Research and analyze complex payroll discrepancies.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college or university with major course work in business, finance, accounting or a related field and two (2) years of experience in payroll operations.

## **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.