

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Payroll Specialist II**

Dept.: **Human Resources**

Reports to: **HR Manager – Leave and Pay**

Effective Date: **Revised August 2021**

Job Code Number: **20224**

Grade Number: **16, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

This position is part of a collaborative team responsible for providing seamless, accurate, and efficient in-house payroll operations and reconciliations. Provide responsive time entry and accrual technical support, training, and dedicated customer service to library staff and managers at all service points of the organization. Maintain the ongoing integrity of payroll functions. Work closely with the internal accounting team to troubleshoot complex issues and lead with a growth mindset and collaborative attitude. Manage multiple and competing priorities and play an important role in the synchronization and effectiveness of the payroll team.

Manage in-depth payroll reconciliations, create high level reporting, and produce transactional and accrual entries. Collaborate with third-party benefit providers in reconciling billing invoices. Standardize and optimize payroll functions by ensuring all aspects of payroll and benefits workflows are completed in an accurate, confidential and timely manner and in compliance with all applicable legal and organizational requirements.

Essential Duties/Major Responsibilities

1. Prepare and efficiently manage payroll processing, research and resolve discrepancies, and handle correcting entries.
2. Enhance end-to-end payroll processing function and participate in cross-training.
3. Prepare and reconcile life, health, dental, vision, cafeteria, and retirement system reports.
4. Process off-cycle payrolls including partial pay-period rate increases and deductions.
5. Perform special projects as assigned, including systems and process reengineering and user testing.
6. Build comprehensive data reports and submit required information to government entities when necessary.
7. Research, calculate and communicate overpayment discrepancies and compile reports for documentation and recovery of funds.
8. Troubleshoot payroll issues using root cause analysis and implement preventative measures.
9. Help with year-end activities such as reconciling and balancing cafeteria and retirement benefits based on annual limits.
10. Address employee pay-related concerns and provide accurate payroll information, communicating with tact and discretion.
11. Maintain payroll operations by following policies and procedures and report any needed changes or recommendations.

Secondary Duties:

1. Assists in internal, system-wide audits.
2. Other duties as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

DESIRED MINIMUM QUALIFICATION:

Education and Experience:

- Graduation from high school or GED, supplemented by some higher education or vocational training, specializing in accounting or general business.
- 5 years' experience performing complex, full-cycle payroll processing and strong understanding of payroll taxes and gross to net calculations. Experience in public sector or government environment preferred.
- Proficient in Microsoft Excel.
- Experience in and thorough knowledge of Ceridian, JD Edwards, or other computerized information system related to payroll function.

SPECIAL REQUIREMENTS

Fundamental Payroll Certification (FPC) and/or Certified Payroll Professional (CPP) is a plus.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Extensive PC work is required.

Advancement Possibilities:

HR Manager – Leave and Pay

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR