

KING COUNTY LIBRARY SYSTEM  
Job Description

Title: **Payroll Specialist**

Dept.: **Human Resources**

Reports to: **HR Manager-Leave & Pay**

Effective Date: **Revised August 2022**

Job Code Number: **20221**

Grade Number: **13, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

This position coordinates the technical and complex payroll functions and processes required to synchronize the preparation of the bi-weekly payroll process, which includes, but is not limited to processing payroll, keeping records, processing manual payroll calculations and checks, creating and distributing reports, assisting with training staff and providing technical support. Ensures that all aspects of payroll and benefits functions in the assigned areas are completed in an accurate and timely manner, and in compliance with all applicable legal and organizational requirements.

Essential Duties/Major Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Creates and maintains employee payroll in the payroll system. Researches, reconciles and verifies the accuracy of the records.
2. Processes and calculates a variety of complex payroll actions including wage garnishments, benefit withholding, overtime hours and PERS reporting.
3. Audits schedules and timesheets for hour's variances and completes historical edits/corrections when necessary.
4. Processes payroll, researches and resolves discrepancies and errors, ensuring system calculations are accurate. Calculates, issues and processes manual payroll checks through off-cycle payrolls.
5. Creates and transmits files to the bank, King County and benefits providers.
6. Calculates, reviews, prepares, and processes payments to appropriate agencies for funds withheld from paychecks including benefits, PERS contributions, and garnishments.
7. Prepares, maintains and distribute a variety of payroll records and reports. Prepares special projects and annual reports when necessary. Researches, responds, analyzes and resolves various employee, department and management inquiries and/or complaints.
8. Completes verification of employment requests.
9. Assists with year-end, open enrollment processes, as needed.
10. Maintains a variety of files and records related the payroll system and functions according to established procedure.
11. Serves as backup for Payroll Specialist II in the event of absences.

Secondary Duties:

1. Assists in internal, system-wide audits.
2. Performs other related 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.

**Peer Relationships**

Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.

**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.
- Three to five years' experience performing payroll duties. At least three years of experience in complex, full cycle of payroll processing. Experience in public sector environment preferred.
- Training and on-the-job experience in applicable programs and systems, such as Ceridian, to acquire knowledge and skills in relevant job areas.

SPECIAL REQUIREMENTS

None.

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. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities:

Payroll Specialist II, Human Resources Manager-Leave & 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