

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court

Job Description



Job Title: Payroll Specialist
Job Code: 8222
Pay Grade: 45
FLSA Status: Non-Exempt

PURPOSE OF CLASSIFICATION:

Performs a broad scope of administrative payroll and accounting activities requiring the knowledge and application of accounting and payroll principles and practices. The incumbent reviews and verifies time records and payroll data submitted by employees court-wide, and enters data for transfer to the county payroll system that generates the courts payroll. The incumbent will assist with the accounts payable functions, including data entry into the departmental general ledger system, and may assist accountants with reconciliations.

ESSENTIAL FUNCTIONS:

- Coordinates the receipt, organization, and audit of employee timesheets for completion and accuracy prior to delivery to Pima County Finance, payroll section.
- Verifies the accuracy of earnings and leave reports.
- Responds to questions from division personnel concerning the accuracy of time computations, payment received, and initiates any necessary adjustments. Communicates needed adjustments to affected employees and supervisors.
- Assists in the administrative tasks of the time and attendance and payroll software by maintaining user setup, and updating payroll rules relating to court staff.
- Performs data entry of staff changes in job assignment, resignation, retirement, and other transactions in the automated time and attendance system.
- Coordinates the training of staff in the use of the automated time and attendance system.
- Responds to employee requests for assistance with payroll and timesheet issues.
- Prepares payroll reports such as detailed staff attendance, payment and other data as required by the division directors and/or managers.
- Participates in the improvement, installation, and maintenance of automated time and attendance and payroll systems through coordination with information technology staff.
- Audits payroll postings for accuracy in coding and correcting errors.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Assists in the preparation of claims, deposit permits and cost transfer documents.
- Performs data entry into departmental general ledger automated system.
- Creates and maintains spreadsheets and databases for payroll and accounting.
- May assist accountants with reconciliations.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of automated accounting and payroll systems, financial record keeping, and reporting practices.
- Must have skills in auditing timesheets and processing payroll.
- Must have skills to research, compile data, prepare correspondence, interpret policies, and develop solutions to payroll related issues.
- Must have strong computer skills using software products for payroll, financial and statistical applications.
- Must have knowledge of business English, grammar, punctuation, spelling, and a strong mathematical aptitude, data entry and problem solving skills.
- Must have the ability to communicate effectively with a wide variety of coworkers and court employees.
- A knowledge and understanding of generally accepted accounting principles, practices and procedures is helpful.

MINIMUM REQUIREMENTS:

An Associate's degree in accounting, finance or related field and two years of payroll processing and/or accounting experience; Or, four years of progressively responsible paraprofessional payroll or accounting work experience; Or, any equivalent combination of experience, education and/or training approved by the Director, Finance, and Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License is required at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Financial Operations, at Superior Court or the Deputy Director, Finance at Juvenile Court. This position performs duties under general supervision and has no supervision responsibilities.

Date: 03-01-07
Revised: 04/10/07; 03/31/08