



JOB DESCRIPTION

JOB TITLE:	Payroll Specialist
FLSA STATUS:	Non-Exempt
REPORTS TO:	Chief Financial Officer
GRADE LEVEL:	9
SALARY RANGE:	\$46,197 - \$59,115
HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The payroll specialist position is accountable for collecting timekeeping information, upload payroll information, calculation of payroll, and issuing pay and pay-related information to employees in accordance with established practices and guidelines. This position is also responsible for maintaining the time-tracking system, which includes working with employees and their supervisors to accurately record time worked, filing quarterlies and W-2's.

POSITION SPECIFIC RESPONSIBILITIES:

- Polls electronic time clocks (E-time software) and review the downloaded information for completeness and accuracy
- Maintains payroll information by collecting, calculating, and entering data
- Contacts various department supervisors for any missed times
- Processes biweekly transfer of payroll data to payroll system software (Microsoft NAV)
- Processes and close periodic payrolls by established deadlines
- Processes direct deposit payments, print and issue paychecks, and issue statements of earnings and deductions
- Uploads information to retirement fund
- Processes garnishment requests
- Reconciles employee deductions
- Compiles payroll data, such as garnishments, vacation time, insurance and retirement deductions
- Manages vacation balances and time off requests in Kronos
- Determines union dues and makes monthly payment
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments and deposit taxes
- Resolves payroll discrepancies by collecting and analyzing information
- Provides payroll information by answering questions and requests
- Maintains payroll operations by following policies and procedures; reporting needed changes

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- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages including quarterlies
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed
- Processes and issues annual W-2 forms to employees
- Complete requests for pay-related documents including statements and verifications
- Ensures compliance with federal and state regulations and guidelines
- Other duties as may be assigned
- Prepares and distributes Total Compensation reports
- Maintains correct point and schedule profiles for union staff and assist supervisors with managing profiles
- Reports new hires to state database

KNOWLEDGE/SKILLS:

- High school diploma with some college education (college degree preferred)
- Four plus years of payroll processing experience
- Must be detail oriented.
- Experience of payroll processing
- Solid data entry skills
- Working knowledge of relevant software
- Understanding of basic accounting principles and strong numerical skills
- Understanding of internal controls
- Knowledge of federal and state payroll regulations and requirements (including both Nevada and California)
- Experience with union contracts

ABILITIES:

- Data entry skills with attention to detail
- Work effectively under pressure while meeting exacting deadlines
- Use personal computers and learn the applicable software utilized by the District
- Maintain confidentiality
- Maintain accurate records and files
- Problem solving
- Customer service orientation
- Teamwork
- Stress tolerance

ANALYSIS:

Requires strong analytic ability in somewhat complex areas.

DECISION MAKING:

Makes routine decisions and seeks supervisory input for non-standard decisions.

DEPARTMENT MANAGEMENT:

May act as lead or help others with skills.

PROJECT MANAGEMENT:

Acts as project/program coordinator or project supervisor, working with more senior project manager. May also manage a small portion of larger project with senior project management review.

COMMUNICATION LEVEL:

Requires ability to communicate detailed information either verbally or in writing. Has some public contact.

WORKING CONDITIONS/PHYSICAL EFFORT:

Work is performed in a typical office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

BENEFITS:

District staff members receive Paid Time Off and employee medical, dental, vision, and life insurance. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. Employees can also contribute voluntary to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume, application, and a letter of interest to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org