

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Payroll Coordinator	Department:	Payroll
Requisition Number:	2025137		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$60,884.87 to \$85,238.60 Annually
Date Posted Up:	2/10/25	Date Posted Down:	Until Filled
Time Up:	3:30 pm	Time Down:	

SUMMARY

Working under the direction of the Payroll Manager, incumbent encodes and audits time keeping records for conformance and accuracy. The incumbent performs all payroll practitioner duties including balancing and controlling earnings and deduction totals and assists in data entry of general ledger entries. Exercises discretion and independent judgment when auditing various City retirement accounts and benefit reports, as well as reviewing and balancing payroll. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Management & Operations

- Handles new accounts and changes for direct deposits and various other payroll deductions;
- Responsible for the reconciliation and accuracy of payroll related accounts;
- Audits Police Acts of '25 and '77, Fire Acts of '37 and '77 pension deductions and payments;
- Assists in ensuring all quarter- and year-end reporting is accurate and in compliance with all taxing authorities;
- Performs general office duties such as filing and scanning, etc;
- Responsible for document record retention management for the department;
- Maintains documentation of reconciliation for audit;
- Responsible for accurate and timely data processing in order to meet continuous payroll deadlines. Errors for not meeting deadlines would result in substantial liability to the City;

Document Processing & Analysis

- Processes timesheets on a bi-weekly/monthly basis;
- Compiles, encodes and audits time keeping records for conformance and accuracy;
- Processes, calculates special pay requests including but no limited to terminations, bonuses, retroactive pay, etc;
- Downloads payment vouchers into financial system bi-weekly and monthly;
- Reviews and balances payroll and benefit reports, verifies proper payment amounts;

Communication & Information

- Handles information in a sensitive, confidential and professional manner due to the sensitivity of payroll and other personnel information;

- Provides orientation and training for new team members;
- Conducts investigations of accounting discrepancies impacting the G/L and assists with recommendations of appropriate correcting entries;
- Distributes reports and checks for bi-weekly/monthly payrolls for all City departments;
- Participates in new hire orientation as well as the training of outside departmental payroll clerks.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Associate’s degree (A. A.) from a college or university; or two to three years related experience and/or training; or equivalent combination of education and experience;
- Progressively responsible experience in finance and statistical record keeping;
- PC literate, demonstrating proficiency in Microsoft Office products.
- Knowledge of accounting/bookkeeping and a thorough understanding of wage and hour procedures and FLSA laws;
- Extremely detail oriented;
- Ability to work independently and meet deadlines.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals using proper English, spelling, grammar and punctuation. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public, maintaining a professional image. Researches laws and regulations regarding taxes and payroll withholding procedures. Works on special reports for senior management.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Incumbent determines and corrects out of balance conditions, also calculates and reports tax liabilities, have knowledge of accounting principles, making journal entries maintains fiscal and accounting reports.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Proficient problem solver with a high emphasis on serving the employees’ needs. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Incumbent researches and advises payroll staff concerning the accounting treatment of complex transactions. Must be willing to alert Supervisor of potential issues. Ability to analyze situations accurately, and adopt an effective course of action, prioritizing duties to fit the demands of the payroll schedule. Must possess strong customer service skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT 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. Must be positive, helpful and possess a professional attitude when speaking with others.

The noise level in the work environment is usually moderate.

Work takes place in an office environment alternating between a standard reasonably busy with a hectic deadline driven by bi-weekly, monthly, quarterly, and annual deadlines. The incumbent juggles multiple tasks, works under pressure of bi-weekly, monthly, quarterly and annual deadlines and with frequent interruptions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.