

PAYROLL SPECIALIST

TOWN OF ADDISON



972.450.2817
for more information



Please apply online at
www.addisontexas.net



Apply in person at:
5300 Belt Line Road
Dallas, Texas 75254

POSITION DESCRIPTION

Under general supervision, processes various facets of payroll including preparing reports, reconciling the general ledger, and processing personal time off and leave buybacks. Assists the Accounting Manager with special tasks and projects as assigned.

ESSENTIAL JOB FUNCTIONS

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Responsible for all facets of payroll.
 - Monitors information from electronic time entry system; reviews and verifies availability of the various paid leaves; initiates all payroll deductions and disbursements; verifies calculations of salary increases; computes deferred compensation percentages; inputs all data in computer.
 - Sets up special payroll and deduction codes in the Human Resources computer system and automated timesheet system.
 - Prepares monthly, quarterly, and annual reports as needed for TMRS, IRS, Workers' Compensation, FICA, EEOC, Medicare, and Deferred Compensation.
 - Prepares for yearly audit for Workers' Compensation.
 - Prepares payroll journal; monitors and reviews all payroll system computer reports to ensure that each payroll is accurate and complete.
 - Processes vacation/sick leave buybacks and longevity pay.
 - Responsible for all special payroll check runs. Prepares annual W-2s. Resolves all payroll problems and reconciles payroll accounts in the General Ledger.
 - Manages system for direct deposit paychecks; disburses paychecks and notices of deposit for all employees.
 - Prepares payment authorizations for all payroll deductions and disbursements.
 - Answers telephones; maintains files; assist applicants and employees with general information. Works with Finance auditors in related matters.
 - From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).
 - Performs related duties as required or assigned.
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MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Associate's degree in Accounting, Finance, or related field; AND five (5) years of experience in payroll, accounting, or bookkeeping; OR an equivalent combination of education, training, and experience. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

Knowledge of:

- General office procedures and equipment.
- Accounting and bookkeeping procedures.
- Basic accounting principles.
- Records maintenance practices and procedures.
- Tyler Technology's Munis software and governmental accounting are a plus.

Skill in:

- Applying basic accounting principles and practices.
- Preparing and maintaining spreadsheets.
- Work on multiple tasks simultaneously; meet deadlines; work efficiently with frequent interruptions.
- Operating a personal computer including standard software and some specialized software.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

License and Certification Requirements

A valid Texas Driver's License is required.

BENEFITS & SALARY INFORMATION

- Annual salary range: \$49,949.12-\$59,937.28
- Competitive compensation package with partially paid Health & Dental Insurance for employee from date of hire.
- Addison participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.
- Optional deferred compensation 457 Plan with Town contribution after new hire trial period.
- Tuition reimbursement program at 50% of tuition cost.

APPLICATION PROCESS

To apply, please submit an online application at www.addisontexas.net and attach your resume and letter of interest. For additional information about the **Payroll Specialist** position, please contact Human Resources Analyst Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

