



NOTICE OF JOB OPENING Payroll Coordinator

Posting Date: April 26, 2021
Department: Human Resource
Reports to: Human Resource Director
Salary Range: Grade NE-07 – Starting Salary Range \$19.13 - \$23.26 per hour
Position Type: Full-Time, Non-Exempt
How to Apply: Applications available at www.bountifulutah.gov (CITY APPLICATION REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, Utah 84010
Email: jobs@bountiful.gov

Application Deadline: 6:00 P.M., Monday, May 10, 2021

Definition:

Under the general supervision of the Human Resource Director, performs a variety of complex, technical tasks related to the process of payroll time-keeping records, payroll benefit programs and related information.

Tasks:

- Coordinates the daily operation of the City's payroll system; reviews all additions, deletions, and changes in payroll information for accuracy. Maintains a variety of files and records related to the City's payroll system; enters new employees, retirements, and terminations; makes permanent payroll employee changes to benefits, taxes, address, deductions, and accruals. Assures proper documentation is received for new employees and submits necessary information to E-Verify, New Hire Registry and Utah Retirement.
- Receives and reviews payroll records ensuring compliance with City policies, procedures, and regulations; enters payroll timesheets into system; processes, calculates, and posts a variety of payroll actions including wage garnishments, benefits withholding, overtime hours. Prepares, balances, and corrects payroll reports.
- Prepares bi-weekly payroll and all related payroll reports including tax deposits, 941 quarterly filings, W-2's and other year-end reports. Checks records for accuracy, completeness and compliance with established standards and procedures.
- Assists employees with payroll and benefits questions. Responds to employment questionnaires and assists with unemployment requests and salary surveys. Manages drug testing in accordance with adopted policies and procedures and maintains related records.
- Receives and processes worker's compensation claims, including records management, assisting employee with claims, and maintaining required OSHA records.
- Assists the Human Resource Director with staffing, employee relations, records and data management, benefits and compensation administration, the Employee Insurance Committee, and the Employee Committee. Aids with open enrollment, Health Fair and other specialty programs designed to benefit employees.
- Performs related duties as assigned.

Knowledge, Skills and Other Characteristics:

- Knowledge of accounting principles and practices, including payroll and audit procedures. Good understanding of human resources processes, benefit administration, risk management, and records administration. Knowledge of federal and state employment laws and regulations as well as a general understanding of municipal government practices and procedures and city policies and procedures. Proficiency with computer programs including Microsoft Word, Excel, presentation and document imaging software, and payroll/human resources applications.
- Ability to communicate effectively verbally and in writing; to establish successful working relationships with employees and the public; to maintain strict confidentiality related to sensitive information; and to work efficiently under pressure.

Preferred Qualifications:

Graduation from a college or university with an associate degree in Accounting, Business, or related field, plus a minimum of two (2) years related full-time paid employment in the payroll, benefit administration or human resource field. An equivalent combination of education and experience may be substituted. Experience using Tyler MUNIS software helpful.

Minimum Qualifications:

Graduation from high school plus one (1) year specialized training provided through professional workshops or on-the-job training programs; and two to three (2-3) years responsible work experience in basic bookkeeping, accounting, payroll, etc. Must be bondable and able to pass a pre-employment drug screen and background check.