

CITY PAYROLL ASSISTANT

Underfilling City Payroll Assistant Senior Recruitment #1610-0338DC-001

List Type Transfer/Promotional

Requesting Department COMPTROLLER

Open Date 10/21/2016

Filing Deadline 10/28/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED.

PURPOSE

The City Payroll Assistant is responsible for the verification and entry of data into the PeopleSoft HRMS payroll system, to ensure that all City payroll is reconciled and completed for each bi-weekly pay period for approximately 6,000 city employees.

ESSENTIAL FUNCTIONS

- Verify and process all incoming tax reporting forms and automated clearing house (ACH) processing. Resolve errors and discrepancies as necessary.
- Set-up and input all general payroll deductions, credit union changes, payroll adjustments, refunds, and health/dental premiums. Verify accuracy, resolve errors and discrepancies.
- Verify accuracy of reports related to ACH transmittal, pension deductions, FICA and Medicare. Responsible for issuance of W-2's. Maintain file system for reports, queries and reconciliation spreadsheets.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008

MINIMUM REQUIREMENTS

- Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
- Four years of office support experience performing duties related to the position, including payroll functions, and one year of experience at the level of an Office Assistant III or above.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

City Payroll Assistant (Comptroller's Office)

- High level of proficiency with Microsoft Office Programs (MS Word and Excel).
- Knowledge of tax forms.
- Ability to use basic math calculations to ensure accuracy in job related tasks.
- Ability to effectively communicate with city employees, management, other department payroll personnel and banking institutions, in person, over the phone and in writing.
- Ability to work under pressure in order to meet strict deadlines.
- Strong problem solving ability to complete daily tasks.
- Ability to retain confidentiality of payroll matters.
- Strong attention to detail.
- Ability to perform work accurately.

CURRENT SALARY

The current starting salary (PG 6KN) for City of Milwaukee residents is \$40,501 annually, and the non-resident starting salary is \$39,507.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Comptroller's Office reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.