

CITY PAYROLL ASSISTANT-SENIOR

Recruitment #1803-0338DC-001

| | |
|------------------------------|-----------------------|
| List Type | Transfer/Promotional |
| Requesting Department | COMPTROLLER |
| Open Date | 3/22/2018 12:30:00 PM |
| Filing Deadline | 4/12/2018 11:59:00 PM |
| HR Analyst | Nola Nelson |

[Go Back Apply](#)

INTRODUCTION

****THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

Under the direction of the Payroll Manager, the City Payroll Assistant-Senior edits, processes, and pre-audits all data required for the proper operation of the City's Human Resources Management System (HRMS) (Oracle's PeopleSoft) to ensure the timely and accurate processing of payroll payments to approximately 7,500 employees. The payroll staff in the Comptroller's Office, including the incumbent in this position, are the final authority ensuring compliance with the provisions of effective labor agreements and ordinances covering sworn personnel, non-represented personnel and management.

ESSENTIAL FUNCTIONS

- Edit and audit all time records, including retroactive and special payments, for City payroll to ensure that employees' pay is properly computed in accordance with City of Milwaukee ordinances and effective union agreements.
- Provide guidance to 80+ payroll personnel, including payroll clerks and their managers, in all City departments, large and small.
- Instruct and advise department or bureau payroll clerks regarding proper methods for processing employee payments through HRMS and adjusting and correcting leave balances; answer questions and resolve problems related to employee pay, deductions, leave balances, and other issues related to payroll.
- Review and verify payroll deduction authorizations and updates related employee records, using HRMS.

- Create, run, and maintain queries in HRMS to be used to analyze and resolve biweekly payroll problems.
- Audit and approve all adjustment cards (1,500-2,500 per pay period) in Citytime-Adjustments and review aggregate adjustment reports.
- Serve as departmental payroll clerk and perform functions such as making additions and updates to Comptroller employees' job, personal, pay progression, and adjustment data in HRMS; prepares and processes personnel reports and requisitions; sends reminders for probation and pay progression reviews.
- Pre-audit and input biweekly commuting mileage forms submitted from various departments to HRMS and spreadsheet.
- Prepare terminal leave control list to ensure eligibility for payment and cancel appropriate deductions.
- Audit jury duty, military leave and accrued donor documents to ensure eligibility and proper payment; make updates and entries to related records.
- Maintain summary records for records retention and various payroll-related spreadsheets; sort and distribute payroll reports.
- Maintain file control records for earnings, taxes, pay deductions and hours worked information related to each City employee; input adjustments to garnishment, deductions, and year-to-date employee earnings balances.
- Assist in preparing and updating instructions, manuals, schedules, and other information needed to inform employees, payroll clerks, or others in the processing of the City's Payroll.
- Compute amounts due to pension funds based on current payrolls for preparation of payment vouchers, and maintains related reports and records.
- Examine payroll checks for print quality and proper data before delivery to Treasurer's Office and inventories log of payroll checks usage.
- Prepare reconciliation letters for distribution (i.e., external agencies).

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.

CONDITIONS OF EMPLOYMENT

- Due to the time-sensitive nature of the processing of the City's payroll, the City Payroll Assistant-Senior must be willing and able to work beyond standard business hours on occasion, including weekends and holidays.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of progressively responsible experience working with automated payroll systems performing duties related to this position, including one year of experience at the level of a Personnel Payroll Assistant III or above; OR two years of experience at the equivalent level of a Personnel Payroll Assistant II.

Equivalent combinations of education and experience may be considered. For example, an Associate Degree in accounting may be substituted for up to two years of the experience.

NOTE: If you are seeking a substitution, college transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. The transcript must be legible and include your name, the school name, classes with credits received, degree awarded, and date awarded (if applicable).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of enterprise automated payroll systems and familiarity with payroll data.
- Knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.
- Proficiency using standard computer software and programs such as word processing, spreadsheet, and financial software system and database.
- Ability to read, interpret, and apply information in work-related documents.
- Analytical skills to gather, research and review information to determine trends and offer solutions.
- Ability to work independently and function as part of a team when necessary.
- Attention to detail to review the work of others and to ensure accuracy in work and compliance.
- Oral communication skills to convey technical information to both other financial professionals and to those outside the profession.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Interpersonal skills to cooperatively, effectively, and fairly work with coworkers and other City employees whose backgrounds may differ from one's own.
- Customer service skills to capably assist employees, payroll clerks, and City managers with payroll inquiries or problems.
- Ability to plan and organize work in order to meet strict deadlines.
- Ability to adhere to accepted payroll guidelines, be trustworthy, and maintain the confidentiality of privileged information.

CURRENT SALARY

The current salary range (Pay Range 5GN) for City of Milwaukee residents is \$41,610-\$49,946 annually, and the non-resident salary range is \$40,589-\$48,721. *Appointment will be made in accordance with the provisions of the salary ordinance.*

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 Office of the Comptroller reserve the right to call only the most qualified candidates to oral exams, 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 who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 501

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.

Apply Online

