

# CITY OF OMAHA CLASS SPECIFICATION

No. 3035

## SENIOR PAYROLL CLERK

### **NATURE OF WORK**

Incumbents in this classification have assigned responsibilities and duties which involve working with or access to materials and documents relating to labor relations that conflict or can be perceived to conflict with membership in a recognized bargaining unit of the City of Omaha except the bargaining unit which represents this group of employees. The incumbent ensures all retirees and dependents eligible for City of Omaha pensions are paid in an accurate and timely manner. The incumbent also assists in the functions required to process payroll for City employees.

**ESSENTIAL FUNCTIONS** (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Makes journal entries and prepares manual checks and payroll reconciliation sheets to ensure City employees, retirees, widows, and dependent children receive appropriate payments and to ensure adequate funds are allocated by the City.

Adjusts monthly and year-to-date payroll totals to reflect changes in pension payments and manual check adjustments and compares to computer generated data to ensure accuracy of year-to-date earnings data which will be used to produce computer generated internal revenue service information forms at year end.

Enters pay information into payroll system including tax status, deductions, and direct deposits to ensure accuracy of pension payments. Inputs changes and accesses payroll information for all pensioners.

Compiles individual pension contribution totals and calculates appropriate interest, compounded quarterly, for submission to Pension Boards. Prepares detail listing, at year end, of individual interest earnings for M.I.S. who, in turn, publishes appropriate Information Returns for the Internal Revenue Service. Also types vouchers for payment of pension contribution refunds following approval by Pension Board.

Calculates amounts for pension contribution repayment when individuals are re-employed by the City and desire to reclaim previous service credit. Computes and processes data to assure reinstated employees receive accurate prior service credit.

Compiles total contributions for new retirees, enters in payroll system, and prepares correspondence on personal computer to notify retirees of actual pension contributions for their use in filing tax returns.

Answers questions from pensioners, employees and timekeepers by phone and in person to ensure correct processing of payroll, and explain wages, deductions and policies. Explains applicable tax law changes and provides dollar amounts for Federal and State taxes based on different tax statuses to aid in determining the proper status and number of exemptions to claim for tax withholding purposes.

Prepares vouchers for special payments, (such as pension refunds, death benefits, vendor benefits) to ensure payment is made from correct fund and meets payment deadlines mandated by ordinance.

Prorates pay for changes occurring during the middle of a pay period. Enters information on to maintain accuracy of payments, pay registers, and other related payroll information.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general office procedures, standard clerical techniques and office equipment.

Knowledge of business English, spelling, grammar and punctuation.

Knowledge of personal computer applications including spreadsheets, word processing, and databases.

Knowledge of payroll policies.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to operate a typewriter, computer, dictating machine, and other office equipment.

Ability to organize, compile, and maintain confidential departmental records.

Ability to maintain departmental and payroll records and prepare reports from them.

Ability to communicate effectively in order to explain procedures and policies to individuals.

Ability to research and solve problems.

Ability to understand written or oral instructions.

Ability to move objects weighing up to 10 pounds 0 - 33% of the time.

Ability to sit 76 to 100% of the time; stand, bend, push, and pull 51 to 75% of the time; and reach and walk 26 to 50% of the time.

**EDUCATION AND EXPERIENCE** (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

High school diploma or its equivalent, supplemented by courses or experience in accounting or bookkeeping, and responsible experience in payroll activities.

### **WORKING CONDITIONS**

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises. A high level of concentration is required to ensure that figures are read, remembered, written and/or entered in an accurate manner.

**EQUIPMENT OPERATION** (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Typewriter  
Copier  
Computer  
Calculator  
Collator  
Check Signer

Approved: 8-25-94  
4-25-96  
1-29-98  
12-21-98