

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 266-9090

2. Class Title (i.e. payroll title):

Accountant 1

3. Working Title (if any):

Payroll Accountant

4. Name & Class of First-Line Supervisor:

Pat Skaleski, Accountant 4

Work Phone: 266-4007

5. Department, Division & Section:

Comptroller, Accounting Services, Payroll

6. Work Address:

414 CCB

7. Hours/Week: 38.75

Start time: 7:30            End time: 4

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

- 
10. Position Summary:

This is responsible, professional accounting work in the Comptroller's Office. The work involves the performance of complex payroll assignments in the areas of biweekly payroll operations; general ledger transactions; payroll tax returns and payments; labor contract interpretation and compliance auditing; participation in the development of benefit policies and procedures; leading the payment of employee reimbursements; maintenance of the computerized accounting system; and the training of payroll paraprofessional staff in the payroll unit and in other agencies. This position has primary responsibility for administrative and financial reporting with the Wisconsin Retirement System. This position has responsibility for coordinating, reconciling and authorizing payment of the city's health insurance premiums. The position also acts as backup to the Accountant 4 in supervising the payroll unit. The work requires broad-based accounting knowledge and is characterized by independent judgment, initiative, confidentiality, discretion, coordination of multiple tasks and maintenance of high standards of customer (employee) service. Work is performed under the general supervision of an Accountant 4.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% A. Complex payroll accounting.

1. Primary administrator and liaison to the Wisconsin Retirement System (WRS) including enrolling new and hourly employees; processing and reporting creditable service; and calculating, reconciling and authorizing contributions, all in accordance with State statutes.
2. Prepare and report annual WRS reconciliation in accordance with state statutes. Compare year end totals from ETF against City records and ensure accuracy. Independently investigate and correct inconsistencies.
3. Compute biweekly payroll tax payments; reconcile taxable wages against information from payroll system; and prepare quarterly tax returns. Report regular payments to IRS for FICA and Federal Taxes. Reconcile payment amounts and independently investigate and correct inconsistencies.
4. Analyze monthly health insurance bill for each plan to ensure accuracy; independently resolve issues and authorize premium payments.
5. Examine health insurance applications to determine the proper contribution and imputed income amounts
6. Administer premium billing of employer-paid annuitants in accordance with labor contract provisions.
7. Prepare payroll accounting schedules for audit. Estimate appropriate liabilities for issues such as pensions, paid leave, WRS, and Worker's Compensation according to generally accepted accounting principles.
8. Effect complex journal entries in the accounting system.
9. Audit and review account numbers and related transactions within the accounting system.
10. Each pay period, reconcile payroll liabilities to ensure entries are tracked to the proper account. Independently find mistakes and correct errors.

25% B. Payroll accounting system.

1. Maintain fields and data tables within the accounting system in accordance with ordinances, resolutions, labor contracts and personnel rules.
2. Establish proper wage rates and leave benefits for employees.
3. Determine certified job changes and corresponding wage rates, leave rates and benefits.
4. Maintain and review deductions for benefits and dues. Ensure deposits are accurate.
5. Analyze, maintain and monitor employee status.
6. Maintain employee seniority dates and leave benefit balances.
7. Maintain the biweekly wage rates provided within salary schedules.
8. Audit, resolve issues and process workers compensation payments to employees.
9. Lead and coordinate biweekly payroll to ensure accurate and prompt processing, including overseeing the work of the Payroll Technician.
10. Review and audit payroll error reports for corrections. Correct errors.
11. Identify and conduct payroll system training for new payroll clerks, including training on salary schedules, relevant contract provisions, the payroll system, etc.
12. Assist and provide significant input for payroll accounting procedures and systems including ERP development and implementation.

10% C. Contract interpretation, compliance auditing and agency assistance.

1. Serve as backup to Human Resources in troubleshooting and resolving issues for employee and retiree health insurance benefits.
2. Examine time input records for completeness, accuracy and compliance with ordinances and labor contracts. Provide issue resolution to agency staff.
3. Respond timely to payroll inquiries from employees and payroll clerks.
4. Serve as liaison to Human Resource staff on payroll-related matters.
5. Provide essential backup to Accountant 4 in assisting HR and the City Attorney in handling confidential matters pertaining to grievance/arbitration settlements and bargaining proposals.
6. Provide bargaining data to Labor Relations.

- 10% D. Special revenue accounting
  - 1. Assist Accountant 4 with special revenue projects.
  - 2. Effect journal entries in the special revenue fund ledgers.
  - 3. Assist Accountant 4 in preparing special revenue financial statements for yearly audits.
  
- 5% E. Other duties
  - 1. Respond to inquiries from third party providers, citizens, employees and former employees.
  - 2. Respond to subpoenaed records requests.
  - 3. Respond to routine union requests for public information.
  - 4. Coordinate payroll records retention.

12. Primary knowledge, skills and abilities required:

Knowledge of professional accounting theory, principles and practices. Knowledge of payroll accounting systems and the applicability to municipal financial operations. Knowledge of payroll accounting practices, principles and procedures. Knowledge of computer applications related to payroll. Ability to apply accounting theory to payroll operations. Ability to understand and carry out complex instructions and to develop and follow detailed working procedures. Ability to maintain effective working relationships with other city staff and the public. Skill in the use of an accounting calculator, spreadsheets and word processing programs. Ability to use computers in conducting professional accounting work. Ability to work accurately under tight deadlines. Ability to coordinate payroll processes with a decentralized time collection system and to serve in an advisory role to other city agencies. Ability to communicate effectively, courteously and in a clear and concise manner, both orally and in writing. Ability to establish priorities and manage projects and tasks simultaneously, and to give considerable attention to details. Ability to provide relevant training to users. Ability to analyze problems and recommend effective solutions. Ability to make accurate calculations and assess the accuracy of data provided by others. Ability to interpret, explain and apply city ordinances, labor contracts, APMs and personnel rules as they relate to pay and benefits. Ability to handle stressful situations in a calm and organized manner. Ability to lead paraprofessional staff. Ability to maintain adequate attendance.

13. Special tools and equipment required:

PC, calculator

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position:                    is responsible for supervisory activities (Supervisory Analysis Form attached)  
                                                  has no leadership responsibility.  
                                                  x            provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

Patricia M. Skaleski  
SUPERVISOR

5/28/10  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.