

TOWN OF STEILACOOM

Incumbent _____

Supervisor _____

Dept. Admin. _____

Job Description

Position Title: Payroll Analyst **Date: 10/2022**

Basic Function: Performs all payroll-related duties

Reports to: Town Administrator

FLSA Status: Nonexempt

Duties and Responsibilities: *Essential Functions are Underlined*

1. Performs all tasks related to payroll to include creating and maintaining files; generating payroll checks/direct deposits; initiating payments to various organizations; completing monthly, quarterly, and year-end reports.
2. Performs/completes various accounting related projects as assigned/requested.
3. Composes correspondence as needed.
4. Maintains a payroll filing system.
5. Provides positive and active support to town customers, citizens, and coworkers.
6. Cross-trained to assist the Cashier/Receptionist and Accounts Payable / Purchasing Agent. In the absence of the Accounts Payable / Purchasing Agent, the incumbent acts as backup to the position.
7. Performs similar and incidental duties as assigned.
The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

Minimum Qualifications:

1. High School Diploma or GED.
2. Two years payroll experience on a computerized system.
Preferred: Vision Payroll System

Knowledge, Abilities, and Skills:

1. Communicates clearly/effectively/tactfully both verbally and in writing.
2. Effectively organizes and prioritizes work.
3. Is proficient in mathematics.
4. Exhibits a calm demeanor in stressful situations.
5. Adjusts to changes in duties, methods, and equipment.

6. Participates in training as requested.

Physical Requirements:

Requires frequent sitting, standing, and walking. Occasional bending and stooping. The employee is frequently required to lift/move objects weighing up to 10 pounds and must occasionally lift/move more than 30 pounds or carry objects. The position frequently requires continuous hand/finger movement for writing/keyboarding. The job requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. The employee must be able to talk and receive/understand written/oral communication and give written/oral instruction.

Working Conditions:

Air-conditioned office environment with overhead LED lighting.