

JOB PROFILE SUMMARY

- Payroll Specialist
- This is a full performance level position.
- Works under the general supervision of the Payroll Program Manager.
- Serves in the Payroll Department (Department) of the Office of Finance (Office) at the Corporate Office Building.

Performs full cycle of payroll duties in support of the Payroll Program Manager and in conjunction with the Payroll Technician. Serves as back-up for payroll processing and time tracking; reconciling tax liabilities and general ledger accounts; and assisting with monthly and quarterly reporting and other requests for information. Performs related functions.

GENERAL RESPONSIBILITIES

- Serves as back-up to the Payroll Program Manager for payroll processing and time tracking. May run a full payroll process from start to finish; processes personnel actions for issuance of the bi-weekly payroll.
- Reviews bi-weekly time tracking reports for completeness and conformance with established Airports Authority policies and procedures. Contacts timekeepers for clarification of items, as needed, and resolves issues.
- Assists with the reconciliation of the quarterly and year-end tax liabilities to payroll and the general ledger as provided by third party bureau.
- Assists with the reconciliation of the payroll and general ledger accounts; researches and corrects discrepancies as needed.
- Works with the Accounting and Budget Departments to identify and correct mapping issues.
- Serves as subject matter expert on documenting existing payroll processes for transition to the new HR/Payroll system.
- Works with Payroll Technician to confirm all data entry is accurate.
- Prepares and reviews monthly/quarterly payroll reports.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in payroll administration including:
 - supporting all activities necessary for processing/administering a payroll of greater than 500 employees;
 - reconciling payroll and general ledger accounts; and
 - preparing a variety of payroll and accounting reports.
- Full performance knowledge of payroll processing and administration.
- Knowledge of general accounting principles including tax reporting regulations, budgeting, and general ledger accounts.
- Ability to perform detailed analyses of data and information and make recommendations.
- Sensitivity to and protection of personal and confidential employee information.

- Skill in written and oral communication.
- Ability to use computer hardware and modern office suite software, with an emphasis on an automated payroll system.

PREFERRED QUALIFICATIONS

- Certified Payroll Professional (CPP) designation from the American Payroll Association.
- Experience as Payroll lead for a transition team to a new HR/Payroll system.

EDUCATION

- A bachelor's degree in any field, or an equivalent combination of education, experience, and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- None