



**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
PAYROLL TECHNICIAN**

**Pay Grade: 53 Pay Range: \$16.19 to \$22.66 DOE/Q per hour plus benefits
FLSA Status: Non-exempt (eligible for overtime)**

Qualifications: Two years previous payroll experience required. Associate's degree in Accounting or Business Management preferred. Excellent customer service a must. Payroll certification preferred.

Special Requirements: Candidate of choice must pass pre-employment drug test, fingerprint and criminal background investigation and have valid Arizona driver's license. Typical working hours Monday-Friday 8:00 am – 5:00 pm may be required to work additional hours when necessary.

Tasks: Performs all activities necessary to process payroll, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management. Reviews, analyzes and verifies payroll reports and documents for accuracy; makes necessary adjustments or corrections through entries or other established procedures. Analyzes and responds to complex matters requiring comprehensive knowledge of payroll policies and procedures. Advises, interprets and provides direction to management and staff on rules and procedures, federal, state and local laws and regulations involving payroll. Authorizes, reviews and/or enters payroll transactions and related data; completes appropriate forms to adjust wage/salary account funds or to correct/balance a special situation. Responds verbally or in writing to inquiries, complaints or problems and makes necessary adjustments of a non-routine nature. Provides ad hoc reports as requested for special departmental projects.

Knowledge, Skills, and Other Characteristics:

- Knowledge of payroll principles, practices, regulations and procedures.
- Knowledge of basic accounting practices and procedures.
- Knowledge of applicable state and federal payroll and related tax regulations, legislation and guidelines including, but not limited to: writs of garnishment, child support, levies, subpoenas.
- Knowledge of the practice, methods and techniques of process improvement.
- Skill in evaluating and analyzing technical payroll activities.
- Skill in both verbal and written communication.
- Skill in preparing detailed reports.
- Skill in performing detailed computations.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. Must be able to lift 25 pounds.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 PM, August 6, 2012

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928-777-1347 928-777-1315 800-748-6205 TDD (928) 776-5680 Fax: 928-777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: July 23, 2012

=====
MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.