

POSITION DESCRIPTION
GARY PUBLIC LIBRARY
An equal Opportunity Employer
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Job Title: **PAYROLL SPECIALIST**

Department: Administrative Office

Immediate Supervisor: Controller

Positions Supervised: None

JOB RESPONSIBILITIES:

Under the direction of the Controller, the Payroll Specialist (PRS) assists in ensuring that funds and assets are secure and that all financial accounting operations comply with state, federal and local laws. This position will process and issue Forms W-2 for employees; file all taxes; and prepare and file State required forms and filings. The PRS processes funding reports, posts payments and revenue to appropriate accounts, prepares and issues payroll, maintains payroll related personnel files, answers payroll inquiries and provides administrative support to the Administrative Office. Accelerated instruction regarding fiscal management, supervision, union contracts will occur on an as needed basis. This position will act as a purchasing agent, as assigned by the Library Director.

QUALIFICATIONS:

Associate's degree in accounting, finance or business administration from an accredited college or university and a minimum of two (2) years of accounting experience or an equivalent combination of education, training, and experience; knowledge of word processing and spread sheet; ability to meet bonding requirements.

WORKING CONDITIONS:

The Payroll Specialist will be required to work a flexible schedule including evenings and weekends.

Please submit cover letter and resume to: Freddy McMillon, Controller, 220 West 5th Avenue, Gary, IN 46402 or electronically to McMFr@GaryPublicLibrary.org. Cover letters and resumes will be accepted until Friday, January 18, 2019.

An individual who possess a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Date Submitted:

Pay Grade: 7
Salary Range: \$23,380.00 - \$32,249.04
Overtime: Not Eligible
Non-Exempt Exempt
Admin Prof. Exec.

Bargaining Unit:
Non-Exempt Exempt

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Library Laws and regulations* • State and federal employment laws • Fund accounting, word processing, spreadsheet and budgetary software • Financial record and bookkeeping requirements • Payroll Administration • Knowledge of Payroll Taxes and Filings 	<ul style="list-style-type: none"> • Perform varied and complex accounting duties with direction • Interpret and apply laws, regulations and politics • Organize, prioritize and coordinate multiple tasks • Communicate effectively in written and oral form • Prepare accurate and concise reports • Troubleshooting problems involving several variables • Ensure the quality of works as measured against established standards • Maintain effective working relationships with Director and Library staff • Maintain confidentiality

% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

ACCOUNTING

- * Financial and Analysis and Budgeting
 - Assist Controller in monthly preparation and analysis of the financial statements
 - Prepare account analysis to support monthly financial statement review
 - Assist Controller in preparation of the annual financial statements for state agencies
 - Assist Controller in annual budget preparation
 - Assist Controller in monthly review of budget vs. actual results
- * Fiscal Management
 - Assist Controller in preparing data, capital projects, budgets and appropriations
 - Assist Controller in monitors and analyzes revenue, expenditures and inventory
 - Assist Controller in processes year-end closing
 - Assist Controller in recommending cost effective measures and transfers based upon changes in spending patterns
- * Processes payroll and related payables
- * Prepares and issues monthly payroll payables
- * Disburses/mails payroll checks and statements
- * Prepares employee payroll
 - Verifies time sheets
 - Calculates hours
 - Calculates wage assignments
 - Posts, updates and proves information presented

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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

ACCOUNTING-Continued

- Prepares, prints and distributes payroll checks and statements
- Prepares payroll related forms, statements and employee verifications
- * Remits contributions, deductions and taxes, as required
- * Processes employer taxes, as required
- * Prepares internal monthly payroll reports, including but not limited to:
 - Overtime
 - Out-of-class pay
 - Monthly payroll expense
 - Estimated payroll expense for following month
- * Prepares, federal, state, county and municipal monthly, quarterly, and annual payroll related reports including but not limited to:
 - Indiana Department of Workforce Development
 - US Bureau of Labor Statistics and surveys
 - UC-1 and UC-5
 - PERF Wage Contributions
 - AFSCME Union Dues and related reports
 - 941 Tax Return
 - 100R State Report
- * Assist with tracking vacation and compensated time
- * Maintains knowledge of Library benefit package
- * Processes COBRA applications, disability and retirement forms
- * Processes employees' application for benefits (health, life, etc.)
- * Orientates new employees on library benefits
- * Responds to inquiries regarding benefits
- * Prepares annual Forms W-2's

ADMINISTRATIVE OFFICE

- * Prepares department correspondence
- * Answers telephone, responds to questions, directs calls and takes messages
- * Assists with preparing Board of Trustees packets
- * Assists with distributing supplies and inventory
- * Assists with scheduling meeting rooms
- * Photocopies and faxes materials
- * Assists in maintaining office files
- * Coordinates the maintenance of the library's copiers
- * Removes and counts monies for coin-op machines and other deposits, as required.

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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

- * Arranges for service repairs, as needed
- * Assists with collection of fees; makes deposits; and issues receipts for payments

MISCELLANEOUS

- * Attends meeting and serves on temporary committees, as requested; also includes monthly Board of Trustee meetings.
- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- * Performs additional duties and assignments, as requested
- * Obtains quotes for supplies, furniture and equipment; processes purchase requisitions; places orders with vendor and coordinates and distributes orders; assists in maintaining supplies inventory; and assist in the coordination of repairs/service of office equipment; reconcile non-payroll bank accounts.
- * Receives shipments; verifies that shipments correlate to shipping papers
- * Verifies that purchase requisitions correlate to shipping papers
- * Correlates invoices to shipping papers and purchase requisitions for Accounts Payable processing
- * Follows up on problem purchases
- * Returns merchandise, as needed
- * Prepares reports on costs and expenses, as needed
- * Duties include secondary backup for Staff Accountant for Accounts Payable and vending machine refunds, as assigned
- * Assists in the preparation of bank reconcilements for all non-payroll related bank accounts

- * *Denotes an essential function of the job*