



City of Council Bluffs

Job Description

Payroll & Benefits Specialist

Department: Human Resources

Supervisor: Payroll Manager

Location: City Hall

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: July 2021

Union: Non-Union

Pay Grade: 14

Summary: The employee of this class is responsible for assisting with the completion of professional payroll and benefit tasks in the City's Human Resources Department.

Essential Duties and Responsibilities:

- Performs administrative and office duties:
 - Advises supervisors and employees on routine wage and benefit information; personnel policies and procedures; and application of labor contract provision
- Assists with the preparation of payroll and related reporting activity
 - Assistance with manual calculations for the City's bi-weekly payroll
 - Processes payroll updates including new hires, terminations, and promotions in an accurate and timely manner
 - Assists with the development and maintenance of current payroll processes that lead to best practices
 - Ensures coordination of payroll information and records are maintained and in compliance with statutory requirements
 - Assists with preparation of quarterly and year end payroll activity, including but not limited to form 941, W-2, and pension reporting
 - Assists with internal and external audit requests including but not limited to, providing reconciliations, payroll records, and additional requested documentation
 - Manages I-9 Form processes and procedures
- Keeps records; organizes and maintains files; and compiles information and statistics:
 - Maintains records of educational incentive benefits
 - Maintains records for Consolidated Omnibus Budget Reconciliation Act (COBRA) and retiree insurance
 - Maintains records and is responsible for all Affordable Care Act (ACA) filings.

- Maintains records and processes billings for group health, dental, optical, life, and disability insurance programs
- Processes employment verifications by phone and mail
- Assists with the administration of the City's perfect attendance policy and awards the benefit as appropriate
- Reviews benefits changes and enrollment forms for accuracy and coordinates changes with third-party administrator
- Administers employee benefits programs and enrollment:
 - Orients new employees on benefits programs
 - Answers benefits questions posed by applicants and employees
 - Assists current employees regarding benefits claim issues and plan changes
 - Assists with open enrollment
 - Processes new enrollments, open enrollment changes, life event changes, and terminations in compliance with state and federal regulations
 - Reviews enrollment forms for accuracy and coordinates enrollment with third-party administrator
 - Oversees correct charging of insurance premiums for employee and City-share
- Administers the City's leave of absence programs:
 - Coordinates employee leaves including FMLA and work accommodation requests
 - Analyzes FMLA requests and certifications to determine eligibility and compliance with state and federal regulations
 - Acts as a liaison between employees on leave and their supervisors
 - Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review
 - Coordinates all aspects of return to work for employees on leave including scheduling and reviewing results of physical examinations
 - Maintains a high degree of confidentiality in handling sensitive employee information
- Participates in unemployment activities
 - Processes unemployment insurance responses and represents the City during unemployment hearings
- Establishes effective working relationships with public and staff
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's Degree in Accounting, Finance, Business, or related field
- A minimum of three (3) years' experience performing responsible payroll and benefit duties

- Experience in Public Sector payroll, preferred
- Knowledge of employee benefits and applicable laws
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Fundamental Payroll Certification from the American Payroll Association, preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Knowledge of general office procedures
- Demonstrated proficiency in use of Microsoft Office products (Word, Excel, Outlook, etc.)
- Ability to communicate effectively both orally and in writing with applicants and staff
- Ability to maintain effective interpersonal relationships with public and others
- Demonstrated excellent organizational skills
- Knowledge of payroll procedures, reconciliations, reporting, and internal control techniques related to the payroll processing cycle
- Knowledge of requirements, rules and regulations related to payroll processing and reporting at all levels (federal, state, and local) and in all timeframes (payroll period, monthly, quarterly and annually)
- Ability to analyze data and strong attention to detail
- Skill in arithmetic, computation, and reasoning
- Ability to compose and edit documents including knowledge of spelling, office vocabulary, and grammar
- Demonstrated ability to maintain confidential information
- Ability to perform general work assignments with minimum supervision