



**City of Rapid City
Human Resources and Payroll Liaison
Position Description**

Page 1 of 2

Job Title: Human Resources and Payroll Liaison
Department: Community Resources
Division: Human Resources
Reports To: Payroll Manager
FLSA Status: Non-exempt
Classification: Non-Union

Grade: 16
Prepared By: Nancy Hamak
Prepared Date: July 2017
Approved By: Nancy Hamak
Approved Date: 07.25.2017

SUMMARY

The Human Resources and Payroll Liaison collaborates with the Payroll Manager, HR team members and cross-functional customers to utilize HR and Payroll best practices to support human resources and payroll functions. Main responsibilities include being able to accurately audit and process payroll in the absence of the Payroll Coordinator and running payroll and audit reports and assisting with routine human resources questions. This role includes performing data entry, verifying accuracy, maintaining files and assisting and/or leading special projects as needed. The Human Resources and Payroll Liaison requires being able to professionally handle confidential matters and use proper discretion while remaining flexible to embrace and support the needs of the organization and department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Ensure accurate and timely processing of payrolls in accordance with HR policies/practices and union contracts and appropriate federal and state regulations in absence of the Payroll Coordinator, acts as primary backup for planned and unplanned situations by completing the following: reviewing time entry data, loading time entry data, calculation and confirmation of payroll, accurately submitting ACH, printing paychecks, and reconciling deduction checks against vendor invoices.
2. Data entry of personnel actions into HRIS and maintenance of personnel files.
3. Collaborate and coordinate with Human Resources staff and assist with Human Resources functions as needed.
4. Interpret and apply HR and Payroll Policies & Procedures and union contracts.
5. Assist in accurate and timely filing of all applicable payroll reports.
6. Research, review and test HRIS enhancements and/or upgrades and communicate system deficiencies to Payroll Coordinator, which may include performing adequate follow up to ensure enhancements or fixes are properly implemented.
7. Assist Payroll Coordinator with filing/reporting requirements: W2 processing, 941, 1095, labor statistics.
8. Maintain current knowledge of applicable state and federal employment and payroll law.
9. Maintain and update human resource records, forms, and policies as needed.
10. Ability to effectively leverage technology, including web-based HRIS and payroll systems.
11. Ability to handle multiple tasks and projects in a confidential, fast-paced environment
12. Verify and approve information input into HRIS for new and existing employees regarding personal information, salary, benefits and accruals.
13. Respond quickly and accurately to employee inquiries.
14. Understand internal payroll processes and best practices and identify opportunities for improvement.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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: Associates degree or equivalent from an accredited college or technical school in Accounting, Business Administration, Human Resources and/or closely related field PLUS 2 – 3 years direct payroll processing experience, preferably in a large organization (200+ employees); or any such combination of education, experience, and training that may be acceptable to the hiring authority. Must have knowledge of various payroll cycles (i.e. monthly, bi-weekly). Must possess excellent current working knowledge of business and payroll procedures, including payroll rules, regulations, HR best practices and record keeping and control systems.

Communication Skills: Must be able to communicate effectively with diverse groups of people, both internally and externally. Ability to



City of Rapid City
Human Resources and Payroll Liaison
Position Description

Page 2 of 2

build and maintain strong professional working relationships within the HR/Payroll team and across other City departments. Must possess excellent interpersonal, verbal, and written communications skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to successfully present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to communicate in a professional and friendly manner and respond to inquiries promptly.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer and Administrative Skills: To perform this job successfully, an individual should possess excellent working knowledge of Microsoft Office® products as well as web-based payroll systems. Must possess good to excellent Excel processing skills including V-lookup. Must possess proficient computer processing skills and ability to use multiple systems in order to complete work tasks. Knowledge of Tyler Munis and/or other large organization payroll/HRIS systems highly preferred. Must possess excellent organizational skills.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Payroll certification(s) such as FPC (Fundamental Payroll Certification) and CCP (Certified Compensation Professional) highly preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, however, can become noisy during high-traffic and project times. A large portion of the work is completed while sitting, including long periods in front of a computer screen.

Other KSA (Knowledge, Skills, Abilities): Must possess proven track record of integrity and performance in a fast-paced, high-pressure environment and possess flexibility, multi-tasking and sound judgment skills.

Preferred qualifications: Knowledge of accounting practices preferred. Experience with union employees and collective bargaining agreements highly preferred.

Travel: Up to 10% local, regional, state and/or nationwide travel may be required to attend training, conferences or seminars.

Work hours: This is a full-time position. Rare but occasional evening and weekend work may be required as job duties demand.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.