

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2020-FN17

POSITION TITLE	Payroll Specialist	SALARY RANGE:	\$16.076-24.114 (6)
DEPARTMENT	Finance	FLSA/UNION STATUS:	Non Exempt/Nonunion
PERIOD TO APPLY:	11/14/2019-11/27/2019	POSITION STATUS:	Classified/Full-Time
		LOCATION:	City Hall

GENERAL PURPOSE

Under the supervision of the Accounting Supervisor in the Financial Management Division, performs complex tasks relating to the processing of the City of Santa Fe payroll on a bi-weekly basis. Duties may include checking and auditing timekeeping records for compliance with established standards, maintaining leave records and preparing required reports.

SUPERVISION RECEIVED

Works under the general direction of an assigned supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS(A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Compiles, prepares, processes, and generates biweekly payroll including withholding taxes, retirement plans, health benefit plans and other required salary deductions.

Prepares and transmits electronic files required by federal and state tax reporting requirements including quarterly payroll reports, annual earning (W-2's), withholding tax and other such reporting. Prepares other required reports including but not limited to retirement plans and union reporting requirements.

Processed approved leave changes, accurately makes changes to the appropriate employee's time records, verifies employee rate changes, new hires, terminations, withholding changes, direct deposits, and other changes relating to the employee's payroll information.

Determines the appropriate general ledger number in the City's software programs and accurately posts all related payroll transactions to the general ledger and subsystems.

Prepares and calculates changes to the compensated leave balances per the City policies and procedures manual, union rules and regulations.

Prepares and maintains files of fiscal transactions, reports and documents. Tracks payments and follows-up on any garnishments, union dues, child support payments, etc. as related to employee records.

Applies laws, rules, regulations, policies and/or procedures related to payroll issues.

Receives inquiries by telephone and in person, answers questions and, when necessary, forwards the inquiry to the appropriate department. Researches and responds to telephone, written and personal inquiries regarding payroll transactions, City policies and related personnel issues.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with Associates Degree in business or related field

AND

Five (5) years of experience performing the above or related duties developing knowledge in bookkeeping, accounting or related field of which two years must have been involved with processing payroll.

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OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principals and practices of payroll processing; accounting principles and practices; financial accounts and records; record-keeping; report writing; computer operations and applicable software; and, office procedures.

Skill in performing mathematical computations; effective communication techniques; and interpersonal relations.

Ability to maintain confidential information.

SPECIAL QUALIFICATIONS:

None.

WORK ENVIRONMENT:

Sit, stand or walk and stoop or kneel. Frequently, the employee is required to sit for long period of time. It is crucial to the outcome of job tasks that the employee is able to: talk and hear; view written and electronic documents; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and /or move items of light to medium weight.

Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. The work climate is a controlled office environment with restricted access.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**