

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Centralized Police Payroll Coordinator		
<b>Job Code:</b>	PR1220	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Created:</b>	11/17/14
<b>FLSA Status</b>	Exempt	<b>Date Reviewed:</b>	06/25/15

### GENERAL SUMMARY

Leads, coordinates, reviews and supervises the work of employees responsible for payroll related function and work activities in the Centralized Police Payroll Team. Ensures work quality and adherence to established policies and procedures; performs oversight and coordination of technical process; and provides assistance to management and Police Command staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates the services and activities of the CPPT; participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; and administers policies and procedures.
3. Researches, analyzes and prepares data and policy matters related to employee compensation from staff, other departments, City Council and open records requests for data and information related to pay and benefits for department; and works closely y with Finance Department.
4. Interprets personnel policies, procedures, rules and regulations of assigned program area; ensures compliance with policies; and illustrates payroll policy issues for discussion and preparation for Meet and Confer agreement.
5. Provides assistance to the department's senior management team; participates on a variety of committees; and prepares and presents staff reports and other correspondence.
6. Performs accounting and reconciling activities with funding agencies, grants and assigned audits; and prepares and reviews financial statements for funding agencies.

7. Serves as staff on a variety of boards, commissions and committees in assigned Human Resources program area; and prepares and presents staff reports and other correspondence.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Principles of supervision, training and performance evaluation.
- Operations, services and activities of automated accounting and payroll systems and software programs.
- General personnel and payroll policies and procedures.
- Principles of basic municipal budget preparation and control.
- Pertinent Federal, State and local laws, codes and regulations.
- Methods and techniques of maintaining a complex general payroll system.
- Principles and practices of basic general accounting.
- Government accounting standards.
- Auditing principles, practices, rules and regulations.
- Modern and complex principles and practices of government fund accounting.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Specialized computer systems used in financial reporting and general accounting.

- **Skill in:**

- Basic mathematics.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, organize and review the work of subordinates.
- Select, supervise, train and evaluate subordinates.
- Operate computerized equipment including various software and mainframe programs.
- Analyze and resolve complex financial issues.
- Interpret and explain City policies.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, finance or a related field and four years of experience in governmental payroll operations, including two years of administrative or lead supervisory responsibility

## **OTHER REQUIREMENTS**

Valid Texas driver's license may be required.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.