



EMPLOYMENT OPPORTUNITY

Brooklyn Park, a thriving community inspiring pride where opportunities exist for all

Human Resources Division
5200 85th Avenue North Brooklyn Park, MN 55443
Phone: 763-424-8000 Fax: 763-493-8391 TDD: 763-493-8392
www.brooklynpark.org

ACCOUNTANT I – PAYROLL Finance Department

PRIMARY OBJECTIVE OF POSITION: The Accountant I-Payroll is primarily responsible for managing all aspects of the payroll process from time-entry to issuance of net pay to each employee. In addition, the position will maintain / adjust employee benefit and pay information, reconcile and pay benefits/ payroll taxes, and assist with the payroll budgeting process.

ANTICIPATED SALARY RANGE: \$23.92 - \$30.73 per hour

ANTICIPATED HIRING WAGE: \$23.92 - \$27.81 per hour, plus full-time benefit package

ANTICIPATED WORK SCHEDULE: Full-time, non-exempt, non-union position with a flexible schedule to include a standard 8-hour day

EXAMPLES OF ESSENTIAL FUNCTIONS:

Bi-weekly Payroll:

- Maintain employee master file:
 - Record new employees
 - Enter pay change updates / verification
 - Enter benefit updates /verifications
- Time-card entry
- Review / reconcile payroll for accuracy
- Monitor and maintain employee leave records
- Prepare and process garnishment documents with complying with appropriate laws
- Submit payroll information/ deposits to bank
- Prepare wire transfer for bank account transfer
- Process payroll tax payments
- Process benefit payments
- Prepare mandated reports – PERA, New Hire Reporting to State, etc.

Benefit Administration:

- Administer employee benefit plans as they relate to payroll
- Compile / reconcile / process insurance billings for health, dental, and life
- Compile / reconcile /process employee benefit billings (union dues, HRA, HSA, wellness, flex plans – medical & daycare)
- Assist with management of self-insurance plans

Budget Preparation:

- Assist in position budgeting for the City's budget process
- Prepare / analyze FTE information for budget reports / presentations, etc.

EXAMPLES OF ESSENTIAL FUNCTIONS, continued:

Quarterly and Annual Reports:

- Prepare / reconcile 941 reports (quarterly)
- Prepare and reconcile w-2's (annually)
- Prepare other employment reports required by State/ Federal agencies as needed

Audit Work Papers:

- Prepare salary payable liability
- Compute compensated absences
- Prepare and manage the workers compensation annual audit

Miscellaneous Assignments:

- Answer employee questions
- Implement / maintain council action and union contract changes to payroll
- Analyze outstanding payroll claims and process any unclaimed property
- Research, update and maintain procedure book for Payroll system

OPERATIONAL VALUE STATEMENTS:

- Ability to work within the City's value system with a willingness to further promote a staff that is diversified and inclusive, where individuals are valued and respected for their unique differences, experiences, skills, and knowledge.
 - **TEAMWORK:** Teamwork is the key to our success as an organization. Open communication allows all team members the opportunity to exchange information and opinions and acknowledge differences. We believe this will lead to sound decisions that demonstrate good judgment.
 - **RESPECT:** Respect for each other and those we serve is necessary to allow us to function as an effective team. We strive to demonstrate considerations for each team member's input and accept each other as an individual.
 - **INTEGRITY:** Integrity and honesty are essential to build trust, mutual respect and teamwork. Integrity includes maintaining high ethical standards and a sense of honor by character and actions.
 - **PROFESSIONALISM:** Professionalism allows us to provide innovated and skilled services with the highest degree of excellence. We are dedicated professionals who are responsive to the needs of the diverse community we serve.
 - **PEOPLE:** Each team member is valued for their contributions and leadership. We encourage growth, reward accomplishments, and create a healthy and balanced work environment.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in accounting or related field or an equivalent combination of education and experience
- One (1) year experience performing the payroll function for an employer
- Knowledge of advanced financial accounting principles and practices
- Knowledge of applicable state and federal laws, rules and regulations related to payroll and public sector employment
- Knowledge of employee benefit/insurance, wage and compensation plans
- Ability to manage multiple assignments, determine and organize priorities, and successfully work within deadlines and time constraints
- Ability to respect and maintain confidentiality of sensitive information, issues, and projects; maintain compliance with the Data Practices Act
- Ability to work independently with minimal supervision/direction
- Ability to exercise sound judgment to solve problems in compliance with established policies, procedures, and practices
- Ability to maintain attention to detail and accuracy
- Ability to interact, develop and maintain positive and professional working relationships at all levels both inside and outside the city organization
- Ability to clearly, concisely, and effectively communicate, both in verbal and written formats
- Ability to professionally exhibit cultural sensitivity, patience, and understanding in the course of work duties

EXAMPLES OF ESSENTIAL FUNCTIONS, continued:

- Ability to relate to and work with individuals representing a variety of diverse backgrounds and cultures
- Ability to provide a level of customer service that meets/exceeds customer expectation and satisfaction
- Demonstrated proficiency in Microsoft Office Suite applications and programs with specific emphasis in Excel, Word, and Outlook
- Demonstrated proficiency using automated payroll software application

DESIRED QUALIFICATIONS:

- Two (2)+ years performing the payroll function for a municipality or other governmental entity
- One (1)+ years experience performing the payroll function for a large employer of 350+ employees
- Previous experience with LOGOS/New World payroll software applications
- Previous experience working with worker's compensation
- Previous experience with personnel-related budget analysis and preparation
- Advanced proficiency in Microsoft Office Suite with emphasis in Excel, Word and Outlook
- Previous experience working with diverse populations
- Fluency in Spanish, Hmong, Russian, Somali or Vietnamese language(s)

SPECIAL NOTE: Only those applicants who meet all **minimum** qualifications will be considered further. Additional points are given for each desired qualification met.

APPLICATION PROCESS: The employment and supplemental application forms and a copy of this posting are available at the Customer Service Center in the lobby of City Hall, 5200 85th Avenue North, Brooklyn Park, and on the city website at www.brooklynpark.org.

All applicants must complete and submit the City of Brooklyn Park employment and supplemental application forms to the Human Resources Division. A resume is also desired.

CLOSING DATE: Applications must be received by 5:00 p.m., Wednesday, July 10, 2013. Applications received after the closing date and time will not be considered for the position.

STARTING DATE: As soon as possible

If you need assistance completing an application or need auxiliary aids please notify the Human Resources Division at 763-493-8012 (763-493-8392 TDD).

The City of Brooklyn Park does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in our employment or the provision of services.

T E A M W O R K R E S P E C T I N T E G R I T E P R O F E S S I O N A L I S M P E O P L E
City of Brooklyn Park Core Operational Values