

**City of Cottage Grove  
Job Description  
Payroll/Human Resources Assistant**

<b>Department:</b> Finance	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Finance Director	<b>Representation:</b> Non-Represented Confidential
<b>Pay Range:</b> Range 4PT <b>Part-Time:</b> 120 Hours Per Month	<b>Date Adopted:</b> October 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

Provides technical and clerical support to the Human Resources and Finance staff. Performs a variety of technical tasks associated with processing the City's payroll. Prepares payroll related billings and payments, confirms accuracy, and transmits data. Prepares required reports to substantiate billings and payments. Answers routine payroll related inquiries from City employees, referring more complex questions to the appropriate staff members. Provides recruitment and onboarding support.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS:**

1. Prepares monthly and semi-monthly payroll; prepares and submits related payroll tax reports including W2's and Quarterly reports.
2. Prepares calculations and reports relating to the various fringe benefit programs of the City; prepares payments for payroll-related expenses and deductions.
3. Performs and verifies data entry for payroll in the Payroll & Human Resources Information System (HRIS) and other vendor portals, including maintenance and verification of employee records.
4. Works with Accounting/Payroll Technician to review, verify, input and process payroll Personnel Action forms, ensuring accuracy of content.
5. Assist in the recruitment process by posting recruitments, scheduling interviews, printing interview packets and setting up interview rooms.
6. Assist in the orientation and onboarding process; prepares materials for employee onboarding.
7. Assists with the preparation of reports and required information for the annual audit.
8. Assist in event planning and coordination, including ordering supplies, picking up supplies and set up.

9. Assist in coordination and tracking of trainings assigned by the Human Resources department.
10. Follows all rules, policies, procedures and laws.
11. Other duties as assigned.

#### **IMPORTANT FUNCTIONS:**

1. Provides general support for all Human Resources related functions.
2. Responsible for providing backup support to the Finance Department front desk staff.
3. Maintains work areas in a clean and orderly manner, paying attention to safety.
4. Contributes effectively to the accomplishment of city goals, department objectives and activities.
5. Updates job knowledge by participating in educational opportunities approved by the Finance Director.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements 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.

1. Standing-frequently on carpeted/concrete floors.
2. Sitting-continuous on cushioned, rolling and adjustable chair.
3. Driving-occasionally City owned vehicle for City business.
4. Change Positions-has freedom to frequently.
5. Walking-frequently on either carpeted surface, asphalt or cement.
6. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.
7. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs
8. Bending-occasionally from waist and or knee.
9. Twisting-occasionally from waist to pick up small items on desk or on printer within 3ft; frequently from neck to watch for customers at counter or to have conversation with someone.
10. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place payments in drawer or to answer telephone.
11. Handling-frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books and scissors.
12. Grasping-occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment and writing utensils.

#### **JOB SPECIFICATIONS:**

##### **Education & Experience:**

- High school graduation or equivalency.
- A minimum of 2 Years of experience in payroll processing and administration.
- A minimum of 2 Years of experience handling confidential/sensitive information.
- Preference given to individuals with Human Resources support experience.
- Any combination of experience and education, which demonstrates the knowledge, skills and ability to perform the above-described duties.

## **Knowledge, Skills and Abilities:**

### **KNOWLEDGE:**

- Basic accounting principles.
- Payroll processes and administration.
- General office principles and practices.
- Phone etiquette.

### **ABILITY TO:**

- Maintain the confidentiality of sensitive information, materials and inquiries.
- Communicate with City employees using courtesy, tact and good judgment.
- Function as part of a team.
- Understand and follow written and oral instructions.
- Perform according to established procedures, with minimal supervision and work according to a set schedule.
- Work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Adapt and be flexible.
- Follow oral and written instructions, and organize and prioritize work.
- Read, understand, and apply collective bargaining agreement provisions, City procedures, policies and ordinances, and State and Federal laws as applicable to scope of work.
- File alphabetically and numerically.
- Perform detailed work involving numerical data.

### **SKILL IN:**

- Excellent attention to detail and ability to check written materials and the work of others for accuracy and completeness.
- Effective oral and written communication skills.
- Providing exceptional customer service.
- Utilizing financial software, desktop publishing software programs.
- The operation of standard office equipment, including ten-key calculator by touch.
- Strong mathematical and problem-solving skills.
- Self-motivation.
- A thorough, methodical approach.

## **Special Requirements and Certifications:**

- a. Must be able to pass the department's security clearance standards, including Reference check and credit check.
- b. Must possess a valid Oregon driver's license; will be responsible for picking up supplies (off site) for various events and meetings.

## **Supervisory Duties:**

This position is not responsible for supervision.

**Supervision Received:**

General Supervision is given. The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments. Will work to establish methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals.

**Contact with Others:**

Frequent contact with all departments within the city, co-workers, and the public. The ability to deal with others in a professional, courteous, diplomatic, positive, and helpful manner at all times is a requirement.

**Confidential Information:**

Maintain the confidentiality of sensitive information, materials and inquiries. Handles confidential employee information, including medical and personnel related information. Ability to handle employee relations with confidentiality as a main priority.