

# SANTA ROSA CONSULTING

## Job Description Form



Last Revised: July 2011

Job Title: Payroll Administrator	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Department: Finance	
Reports to: Senior Accountant	

### JOB SUMMARY

Reporting to the Accounting Manager, the Payroll Administrator performs a variety of professional accounting work with an emphasis in technical payroll tasks, including weekly processing, reporting, analysis and reconciliation.

### ESSENTIAL JOB FUNCTIONS

*The following duties are normal for this position. The omission of specific statements of duties does not exclude them from being expected of this position if the work is similar, related, or a logical assignment for this position. Other duties may be required.*

- Process, calculate, validate and post payroll and expense reimbursement activity on a weekly basis.
- Communicates with the Human Resources Department to ensure the integrity of the payroll data including data related to new hires, terminations, transfers and rate changes.
- Set-up and edits of payroll related employee data.
- Reconcile payroll and expense reimbursement entries to cash transactions.
- Prepare and file statistical quarterly and annual filings with state reporting agencies, as well as payroll related data for census filings.
- Processes special payrolls including the annual bonus and annual raises.
- Researches and resolves questions from managers and employees as they relate to the processing of payroll information such as PTO, banking, garnishments, employment verifications, workers compensation, retroactive pay calculations, tax questions, and other changes.
- Create and maintain desktop procedures; actively participate in process improvement.
- Aid external auditors in performance of payroll related testing procedures and policy documentation.

### REQUIRED KNOWLEDGE & SKILLS

<i>Education &amp; Experience</i>	<ul style="list-style-type: none"> <li>• Associate's Degree with emphasis in business or bookkeeping, or commensurate experience.</li> <li>• 3 - 5 years of relevant payroll experience.</li> </ul>
<i>Special Skills &amp; Knowledge</i>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office suite, particularly Excel</li> <li>• Ability to handle highly confidential information.</li> <li>• Strong analytical skills</li> <li>• Detail oriented</li> <li>• Time management skills</li> <li>• Strong written and verbal communication skills</li> </ul>
<i>Licenses, Certifications, etc.</i>	<ul style="list-style-type: none"> <li>• None required</li> <li>• American Payroll Association FPC or CPP certification preferred</li> </ul>

## OTHER REQUIREMENTS

<i>Budgetary &amp; Financial Impact</i>	<ul style="list-style-type: none"><li>No authority to make budgetary or financial decisions</li></ul>
<i>Supervisory Responsibility</i> <i>(including Direct Reports)</i>	<ul style="list-style-type: none"><li>No direct reports</li></ul>
<i>Working Conditions &amp; Travel Requirements</i>	<ul style="list-style-type: none"><li>Work is performed in an office environment</li><li>No travel is required</li></ul>

Santa Rosa Consulting is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Santa Rosa Consulting will provide reasonable accommodations to qualified individuals with disabilities. If a reasonable accommodation is needed to perform this position, the qualified person needs to inform Santa Rosa Consulting of such request. Signatures below indicate the receipt and review of this job description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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