



City of Ames Payroll Coordinator

SALARY	\$29.29 - \$41.78 Hourly \$60,923.20 - \$86,902.40 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	24-0134-01
DEPARTMENT	Finance	OPENING DATE	06/19/2024
CLOSING DATE	7/10/2024 12:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment in the Finance Accounting division, which may be filled from an existing Civil Service eligibility list. In addition to those on the Civil Service eligibility list, City of Ames Civil Service employees who are currently employed in a Civil Service position, have previously held status as Payroll Coordinator, and are interested in voluntarily demoting or laterally transferring into this position must complete an on-line application by the posting deadline.

Under general supervision, prepares City payroll; maintains appropriate payroll, benefit, and deduction records; prepares reports and remits payments; performs related work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy: The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$73,917 annualized.

Benefits: Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

Examples of Essential Job Functions

Performs all payroll-related calculations; prepares reports and remits payments to outside agencies; prepares and balances quarterly and annual payroll tax returns and form W-2s; maintains database for payroll, benefits, and deductions; manages process for time sheet entry; enters time sheets; prepares payroll checks, direct deposits, and payroll reports; maintains employee payroll records; monitors payroll entries to ensure proper usage; creates and balances payroll accounting entries; and ensures compliance with pension plan regulations.

Provides City supervisors with information regarding employee payroll and payroll processes.

Provides City employees with information on tax withholdings, deferred compensation, and potential impacts on take-home pay due to changes; assists external agencies with garnishment and child support payments; ensures confidentiality and discretion in handling information.

Trains clerical staff on payroll and benefit policies and procedures, including departmental payroll coordinators and Human Resource clerical staff; reviews personnel action forms for accuracy; processes new employee hires, terminations, and status changes; processes annual changes to benefits.

Develops and maintains data for compliance with the Affordable Care Act; coordinates IPERS audits and prepares responses for compliance; maintains access to the electronic payroll portal and trains employees to use electronic payroll portal; prepares payroll projections for budgeting purposes; creates reports using report writer.

Other Job Functions: assists with annual merit increase process; assists other accounting personnel with routine and special projects as time permits.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: High school diploma or G.E.D., including course work in bookkeeping and office procedures; and at least two years of payroll experience, including preparation of payroll checks and reports.

Knowledge, Skills, and Abilities: Knowledge of general accounting and bookkeeping procedures; knowledge of state and federal laws and regulations related to payroll administration; knowledge of City pay plans, policies, and bargaining

agreements as related to payroll administration; general knowledge of the withholding, benefit and deduction options given to employees and their effects on take-home pay; general knowledge of automated payroll systems.

Skill in performing mathematical computations rapidly and accurately using a ten-key adding machine; skill in accurately entering data into manual and automated records.

Ability to add, subtract, multiply and divide; ability to follow written and oral instructions; ability to communicate complicated payroll matters to employees; ability to establish and maintain an effective working relationship with City employees at all levels; ability to handle payroll matters in a confidential and respectful manner; ability to organize work in order to meet deadlines.

Supplemental Information

Required Physical Activities: Finger dexterity, talking, hearing, grasping, and repetitive motions.

Physical Characteristics of Work: Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Vision Requirements: The minimum for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, use of a computer terminal and extensive reading.

Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions, such as in typical office or administrative work.

Selection Process:

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****

Depending on the number of qualified candidates, the City may forego phone interviews.

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or

go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Payroll Coordinator Supplemental Questionnaire

***QUESTION 1**

Describe your experience with Federal, State, and Local payroll rules and regulations.

***QUESTION 2**

Describe your experience with year-end W-2 processing.

* Required Question