



Code: 0175

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: FIELD PAYROLL AUDITOR

CHARACTERISTICS OF THE CLASS

Under general supervision, audits and processes payrolls for field staff, and conducts field visits to audit timekeeping and payroll practices; and performs related duties as required

ESSENTIAL DUTIES

- Receives and audits time rolls submitted from field offices to determine validity and accuracy of time recorded
- Resolves discrepancies on time rolls and authorizes payment
- Conducts field visits to review timekeeping practices
- Instructs field staff on proper timekeeping procedures
- Prepares and codes dummy payrolls and submits for processing
- Keeps field staff apprised of overtime pay policies for union employees
- Maintains records of payroll deductions, employee benefits, insurance, accrued leave, and personal information
- Receives, reviews for accuracy and sorts pay checks for distribution to appropriate field locations
- Responds to employee inquiries regarding pay scales and overtime policies
- Prepares personnel expense reports
- Prepares quarterly reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of timekeeping and payroll preparation experience; or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- Non

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- timekeeping and payroll policies and procedures
- report preparation methods, practices, and procedures
- basic arithmetic computations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MATHEMATICS – Use mathematics to solve problems

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.