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## JOB ANNOUNCEMENT

Job Title: **Payroll/Accounting Specialist**  
Status: **Permanent Full Time Position**  
Salary: **Group 21**                      **Step: 1-15: \$15.46 to \$21.84/hour DOQ**  
Open Date: **September 14, 2016**                      Closing Date: **Open until filled**

### **Description:**

Accurately process the payroll function, including payroll calculations, direct deposit and check preparation, maintaining related records, filing tax and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, maintaining records and updating procedures and preparing special reports for management. Perform a variety of complex professional administrative and technical accounting and finance functions in maintaining certain fiscal records of the City. Perform other duties as assigned by the Finance Director.

### **Knowledge/Skills/Abilities:**

Strong customer service skills; sufficient knowledge and skills to interpret and apply accounting (including payroll) principles and procedures; ability to establish an effective working relationship with city staff from various divisions; operate a calculator by touch and computer using accounting and spreadsheet software.

### **Qualifications:**

High School graduate or its equivalent; prefer at least three years of payroll experience or five years of accounting experience and two years of computer experience or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. INCODE experience a plus.

### **Certificates/Licenses Required:**

Valid Texas Driver's License.

### **Content:**

**A City of Taylor Application is required for this position. Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application.** Please send your application to:

**Mail or Deliver to:** Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

### **Questions:**

**Email:** [jobs@taylortx.gov](mailto:jobs@taylortx.gov)  
[csilva-gonzales@taylortx.gov](mailto:csilva-gonzales@taylortx.gov)

**Phone:** (512) 352-5993

**Website:** [www.taylortx.gov](http://www.taylortx.gov)

**Benefits:** Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



## JOB DESCRIPTION

Class No: 602 Job Title: Payroll/Accounting Specialist  
 Pay Group: 21 EEOC Category: Office and Clerical  
 Date: September 13, 2016 FLSA Category: Non-exempt

**BRIEF DESCRIPTION OF THE JOB:** Accurately process the payroll function, including payroll calculations, direct deposit and check preparation, maintaining related records, filing tax and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, maintaining records and updating procedures and preparing special reports for management. Perform a variety of complex professional administrative and technical accounting and finance functions in maintaining certain fiscal records of the City. Perform other duties as assigned by the Finance Director.

### ORGANIZATIONAL RELATIONSHIPS:

Reports to: Finance Director  
 Directs: This is a non-supervisory position  
 Other: Has frequent contact with other City employees and regular contact with the general public.

### ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Complete a bi-weekly payroll collecting, analyzing, reporting, and reconciling entry of timesheets, hours, pay code types and calculations; proofing, printing, and distributing checks; direct deposits, ACH file and reports; posting changes to payroll information, maintaining payroll and transfer journals. Manage payroll software for the City by performing system maintenance of employee records.	35	S	A,B,C,D,E,F,G, H,I,J,K,M,O,P,Q, R,S
Prepare payroll accounts payable batch by processing IRS Form 941, child support payments, wage levy's, insurance payments, charity contributions and dues, mailing checks, monthly TMRS reporting, processing and filing and completing quarterly IRS reports, Texas Workforce Commissions reports and payments. Prepare year end W2's, 1095's and electronic wage reporting. To include reconciliation of payable liabilities accounts.	20	S	A,B,C,D,E,F,G, H,I,J,K,L,M,N,Q, R,S

Provide payroll information by answering questions and requests, and running standard reports; Maintain payroll guidelines by following internal controls and procedures.	5	S	A,B,C,D,E,F,G H,I,J,K,L,M,N, Q,R,S
Responsible for maintaining and updating cemetery records of all interments, to include filing cemetery deeds with the County and preparing check request for payment to the county on file deeds.	5	S	A,B,C,D,E,F,G H,I,J,K,M,O,P, Q,R,S
Completes the audit of monthly Purchasing Card reconciliation report, reviews accuracy and completeness of documentation submitted by cardholders and completes the AP process to pay JPMorgan Chase on a timely manner. Verifies supporting documentation including payment receipts, and supervisory approval for executed P-card transactions. Provides customer service support to staff, and JPMorgan Chase with any issues related to the Purchasing Card Program. Maintains, organizes, and scans documentation on P-Card transactions as well as keeping the files related to the clerical functions of the program by supporting the P-Card Administrator with the Smart Data Program.	15	S	A,B,C,D,E,F,G H,I,J,K,M,O,P, Q,R
Assist the department with reconciliation of investment pool accounts to include assisting with the preparation of the daily bank deposits by the Utility billing and Development Service Departments.	10	S	A,B,C,D,E,F,G H,I,J,K,M,Q R,S
Assist with the processing accounts payable duties as needed.	2	S	A,B,C,D,E,F,G ,H,I,J,K,M,Q, R,S

**OTHER IMPORTANT DUTIES:**

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Performs other administrative and accounting duties as may be assigned	5	S	All except T,U
Assist in the support of the annual budget process and audit process.	3	S	All except T,U
Provides quality customer service to City staff, the general public, and all other work contacts	Constant	N/A	N/A

**PHYSICAL DEMANDS:**

## 1. Overall Strength Demand

Sedentary     Light     Medium     Heavy     Very Heavy

## 2. Frequency for each physical demand listed in Essential Duties:

<input type="checkbox"/> A. Standing	<input type="checkbox"/> G. Reaching	<input type="checkbox"/> L. Crawling	<input type="checkbox"/> Q. Vision
<input type="checkbox"/> B. Sitting	<input type="checkbox"/> H. Handling	<input type="checkbox"/> M. Bending	<input type="checkbox"/> R. Hearing
<input type="checkbox"/> C. Walking	<input type="checkbox"/> I. Fine Dexterity	<input type="checkbox"/> N. Twisting	<input type="checkbox"/> S. Talking
<input type="checkbox"/> D. Lifting	<input type="checkbox"/> J. Kneeling	<input type="checkbox"/> O. Climbing	<input type="checkbox"/> T. Foot Controls
<input type="checkbox"/> E. Carrying	<input type="checkbox"/> K. Crouching	<input type="checkbox"/> P. Balancing	<input type="checkbox"/> U. Other
<input type="checkbox"/> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

## 3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	To operate copier; print checks; go to other City buildings; walk within the building several times a day on carpet about 100 feet; between buildings a few times a week about 1/2 blocks on concrete.
SITTING	Primary work position; to sort mail; perform desk work
LIFTING/CARRYING	Computer printouts (5-29 lbs. from various heights); boxes of checks (19 lbs. full); computer paper (up to 45 lbs.)
PUSHING/PULLING	To open and close file drawers (up to 20 lbs. exertion but usually under 10 lbs.)
REACHING	Overhead to obtain computer printouts from shelves up to 64" high; obtain records and files
HANDLING	Files, papers, computer forms, checks, and miscellaneous office supplies
FINE DEXTERITY	To operate the computer; manually complete forms; use calculator
VISION	To perform most job tasks; work on the computer; manually complete forms; use calculator
CLIMBING/BALANCING	To use step stool to access materials stored on high shelves
TWISTING	While sitting at desk to turn or bend to get files

Physical Demand	Description
CROUCHING/BENDING	To access low file drawers/shelves
HEARING/TALKING	To resolve problems with the City staff or vendors, on the phone or in person; resolve Payroll issues.

**NON-PHYSICAL DEMANDS:**

<u>F</u> time pressures	<u>F</u> noisy/distracting environment
<u>R</u> emergency situations	<u>C</u> tedious exacting work situation
<u>O</u> irregular schedule/overtime	<u>C</u> working closely with others as part of a team
<u>R</u> danger/physical abuse	<u>O</u> performing multiple tasks simultaneously
<u>O</u> frequent change of tasks	<u>    </u> other (describe below)
<u>    </u> varying periods of idle time interspersed with emergencies requiring intense concentration	

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

**EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:**

Personal computer, calculator, telephone, printer, typewriter and fax machine.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

N/A

**KNOWLEDGE/SKILLS/ABILITIES:**

Strong customer service skills; sufficient knowledge and skills to interpret and apply accounting (including payroll) principles and procedures; ability to establish an effective working relationship with city staff from various divisions; operate a calculator by touch and computer using accounting and spreadsheet software

Reading:	Reads and analyzes data, procedural manuals, accounting memoranda, and reports
Writing:	Writes memoranda and reports
Math:	Applies accounting formulas, calculates sufficiently to prepare budget, verify totals and reconcile differences
Reasoning:	Interprets and applies accounting procedures and analyzes data
Advanced Theoretical Knowledge:	Manipulates computer accounting and spreadsheet software; knowledge of accounting principles and procedures

Regular and timely attendance is required.

Get along well with others; performance requires teamwork.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduate, or its equivalent; prefer at least three years of payroll experience or five years of accounting experience and two years of computer experience OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. INCODE experience a plus.

**CERTIFICATES/LICENSES REQUIRED:**

Valid Texas Driver's License

**SIGNATURE:**

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without reasonable accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity/Affirmative Action Employer*  
**400 Porter Street, Taylor, Texas 76574\*\*\*\***  
 Phone: (512)352-5993  
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

**PERSONAL DATA**

<b>FOR OFFICE USE ONLY</b>	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

\_\_\_\_\_  
 (LAST NAME) (FIRST NAME) (INITIAL)

\_\_\_\_\_  
 (STREET ADDRESS, RFD, P.O. BOX)

\_\_\_\_\_  
 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address: \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Check type of work you are seeking:       Regular       Temporary       Part time       Full time

Have you ever filed an application with the City of Taylor before?  Yes     No      If yes, when? \_\_\_\_\_

Have you ever been employed here before?       Yes       No      If yes, when? \_\_\_\_\_

Are you related to any person employed by the City of Taylor?     Yes     No  
 If yes, list name and relationship: \_\_\_\_\_

Minimum Salary Requesting \$ \_\_\_\_\_ per \_\_\_\_\_

Name of School Attended	City/State	Dates Attended From      To	Certificate/Diploma or Degree Received

**SKILLS:** List any additional special skills you may have (computer software, special equipment, languages, etc.)

**EMPLOYMENT EXPERIENCE:** List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer?     **Yes**             **No**

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
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<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

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<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States?       **Yes**       **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

**Yes**       **No**    If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

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Do you have a current Texas Driver's License?       **Yes**     **No**      License # \_\_\_\_\_

Type of license:       Class C       CDL       Other \_\_\_\_\_

If you are 18 years old or younger please give your date of birth \_\_\_\_\_

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**REFERENCES:** List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity/Affirmative Action Employer*  
**400 Porter Street, Taylor, Texas 76574**  
 Phone: (512)352-5993  
 www.taylortx.gov

**EEOC STATISTICAL DATA FORM**

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

**INSTRUCTIONS:** Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement in: \_\_\_\_\_
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper(Name)\_\_\_\_\_
- Just walked in
- Other (specify) \_\_\_\_\_

DISABILITY

Do you have a disability?       Yes       No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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**Authorization for Release of Information**

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone



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**NEPOTISM CERTIFICATION**

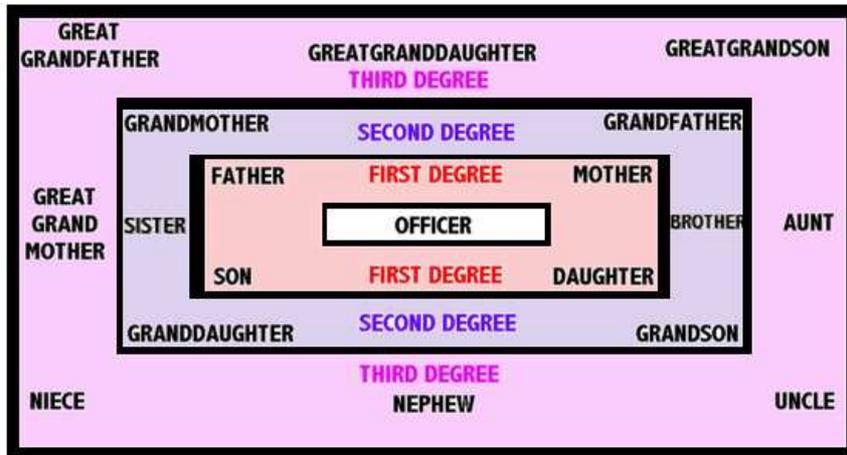
Applicant's Name \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

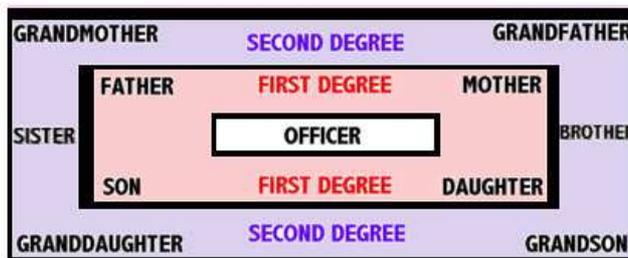
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way?     Yes     No                      If yes, please explain

**Nepotism Charts**



**CONSAQUINITY KINSHIP CHART**



**AFFINITY KINSHIP CHART**

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

CITY OF TAYLOR

\_\_\_\_\_  
Agency Name (Please print)

KIM PETERSON

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	