



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0209

STATE PAYROLL ADMINISTRATIVE OFFICER

GRADE J

SCOPE OF WORK:

Work involves coordinating processing assigned statewide payroll, administering the enterprise resource planning (ERP) payroll system and providing guidance and expertise to state agencies' payroll staff. Positions work in the Office of Management and Budget Fiscal Division.

DUTIES PERFORMED:

- Process payroll for state agencies for advanced and supplemental payroll involving various PeopleSoft modules; process additional payroll cycles as needed.
- Coordinate the processing of transactions with Bank of North Dakota for state agencies.
- Oversee and monitor compliance of the processing of garnishments, child support withholdings, and tax levies for state agencies.
- Communicate with a variety of internal and external stakeholders.
- Provide accounting and reporting of payroll transactions to employees, state agencies, tax entities, legislators, vendors, and the public.
- Balance and correct all year-end tax reports; process employees W-2s; provide all tax information to the Internal Revenue Services (IRS) and state tax departments.
- Audit and balance payroll monthly between payroll, accounting systems, and the State Treasurer.
- Maintain compliance with federal and state rules, laws and regulations.
- Research and assist with developing, enhancing, and improving the payroll system including conducting testing for all upgrades and enhancements, and deploying new functionality to the system; coordinate with Information Technology Department to implement enhancements and resolve system issues.
- Disperse funds withheld from employees' payroll checks and state contributions to proper vendors on a monthly basis.
- Provide assistance and training to state agencies; update and maintain payroll training manuals.
- Facilitate establishing state payroll calendar deadlines on a monthly and annual basis and communicate to state agencies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires five years of work experience within an Enterprise Resource Planning (ERP) payroll and human resource system that included processing payroll; and system testing, analysis and maintenance responsibilities. College coursework in business, accounting, or human resource management may substitute for up to two years of the work experience requirement on a year-for-year basis.

Eff. Date: 1/01

Rev: 7/12 – Conversion to Hay System

Rev: 12/18 – Revised scope of work, duties and minimum qualifications; reviewed factor evaluation no change to grade.