



214 South Love Lovington, NM 88260 | 575.396.2884

## PAYROLL CLERK

### *Position Description*

<b>Department:</b>	Finance
<b>Probationary Period</b>	Six Months
<b>Pay Grade:</b>	Dependent upon experience
<b>Hours/week:</b>	40 hrs. per week
<b>Type of Position:</b>	Full-time

<b>Reports to (title):</b>	Deputy Finance Director
<b>Supervises:</b>	NA
<b>Classification:</b>	Non- Exempt
<b>Effective Date:</b>	June 19, 2026
<b>Revised Date:</b>	June 19, 2026

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties, all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect for all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

### POSITION PURPOSE

This position performs technical and administrative work in the preparation, processing, and maintenance of the City's payroll functions. Responsible for ensuring accurate and timely processing of employee compensation, deductions, benefits, and tax reporting in compliance with federal and state regulations, City policies, and applicable labor agreements.

The Payroll Specialist plays a critical role in maintaining payroll accuracy, regulatory compliance, and employee confidence in compensation administration.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Process payroll, including review of timesheets, calculation of wages, overtime, adjustments, and entries into systems
- Review and administer deductions, garnishments, taxes, retirement contributions, and benefits in coordination
- Process special payrolls, supplemental payments, and final paychecks in accordance with City policies and supervisor requests
- **Compliance, Reconciliation & Reporting:**
  - Ensure compliance with FLSA, IRS, and all applicable regulations, which may include preparation of payroll tax filings, quarterly 941s, year-end reporting, and other compliance reporting as needed
  - Reconcile payroll registers and liability accounts to the general ledger and resolve any discrepancies as instructed
  - Maintain accurate and timely payroll records, provide audit support, and maintain confidentiality of employee data
- **Employee Support & Systems Improvement:**
  - Respond timely to employee and supervisor inquiries regarding payroll, timekeeping, and deductions
  - Coordinate with HR and Finance to assist with resolving discrepancies and provide payroll training as needed
  - Support payroll system updates, testing, and process improvements to enhance accuracy and efficiency

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## Position Description

### Knowledge, Skills & Abilities:

- Knowledge of payroll processing, including federal and state tax regulations, FLSA requirements, benefits and retirement contributions, and basic governmental accounting
- Proficiency in ERP/payroll systems and Excel, with strong attention to detail in data entry, recordkeeping, and payroll calculations
- Ability to review, reconcile, and validate payroll data, and identify and resolve discrepancies accurately
- Understanding of payroll laws and City policies, with the ability to maintain strict confidentiality of sensitive information
- Strong communication and customer service skills to support employees and supervisors while managing tight payroll deadlines
- Reviews account postings and prepared journal entries for corrections, or missing activity
- Prepare quarterly State and Federal reports
- Provide reports and support for finance team, including annual budget preparation and audits
- Provide reports and support for the grant team including reconciling grant activity
- Maintain financial records
- Interpret and present/explain a variety of departmental issues and policies within Payroll
- Other duties as assigned

### QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Two (2) Years of direct payroll processing experience</li><li>• Experience with computerized payroll systems</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• High school diploma or GED required</li><li>• Associate degree in Accounting, Business, or related field preferred</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Read, write, speak and comprehend the English language.</li><li>• Knowledge of modern office procedures, methods and equipment including computers</li><li>• Knowledge of principles and procedures of accounting</li><li>• Knowledge of banking practices, procedures and regulations</li><li>• Knowledge of applicable computer applications including word processing and spreadsheets</li><li>• Knowledge of principles and procedures of financial record keeping and reporting</li><li>• Knowledge of pertinent Federal, State and local laws, codes and regulations</li><li>• Knowledge of advanced principles and practices of governmental and fund accounting</li><li>• Ability to work after hours or weekends on occasion.</li><li>• Possess high level of customer service.</li></ul> |

### PREFERRED QUALIFICATIONS

- Associate's degree in accounting or business-related field
- Experience with ERP, Time keeping systems: Tyler Encode 10, Timeclock Plus
- Bilingual skills in English and the Spanish language

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

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**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

**Mental demands:** There are multiple and critical deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.