



## **JOB VACANCY ANNOUNCEMENT**

**Job Title:** Payroll Specialist

**Department:** Payroll

**Number of Vacancies:** One or more

**Employment Type:** Full-Time

**Representation:** Non-Represented

**Salary Range:** \$44,084 - \$55,105

**Posting Period: Tuesday July 20, 2021 – Monday, August 2, 2021 (Internal Posting)**

### **Persons Eligible:**

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have satisfactorily completed the probationary period for the position currently held. Applicants cannot be active on the Excessive Sick Leave list.

### **General Description:**

The Payroll Processing Specialist will process the weekly payroll for the Airport pay group and the Lots pay group, maintain accurate records to track the organization's payroll expenses and other related liabilities, and provide excellent customer service.

Supervisory responsibilities:

The Processing Specialist will supervise the payroll clerk(s) to ensure they are properly trained and able to successfully complete jobs assigned.

### **Principal Duties:**

- Process weekly payroll runs for two separate pay groups
- Work closely with Managers/Superusers of each pay group to obtain accurate and complete timesheets for weekly processing
- Check payroll information for accuracy and ensure all relevant paperwork is in order
- Process the weekly transfer requests for the payroll and related liabilities
- Update employee data and process other financial compensations (wage adjustments, bonus, shoe/tool allowances, etc.) or deductions
- Answer employee questions regarding wage statements
- Respond to other authorities on audits or requests
- Process Pay Period Closure including transferring current data to history
- Assist the Time and Attendance Coordinator as needed
- Assist employees with electronic W-2 access
- Assist Payroll Director with departmental projects as needed
- Assist Payroll Director and Payroll Manager with processing payroll, edits, and audits
- Performs other related duties as assigned.

### **Requirements: Education, Knowledge, Skills & Abilities, and Experience:**

- High School Diploma/GED required
- Bachelor's Degree preferred
- A Minimum of One (1) Year of Payroll Experience required
- Analyzing Information
- Proficient Typing and Data Entry Skills
- Strong Attention to Detail
- Confidentiality
- Thoroughness
- General Math Skills
- Written and Verbal Communication Skills
- Organization Skills
- Working Knowledge and skills in Microsoft Office

**Working Hours: Monday through Friday during normal business hours**

**Selection Process:**

40% - ASSESSMENT TEST, (COMPUTERIZED)

40% - ORAL INTERVIEW,

10% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO SCORE 70 OR HIGHER FROM THE ASSESSMENT TEST WILL BE INVITED TO THE INTERVIEW PHASE. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE EMAIL RESUME / APPLICATION TO:**  
**HUMAN RESOURCES DEPARTMENT**  
**[PPAJOBAPPS@PHILAPARK.ORG](mailto:PPAJOBAPPS@PHILAPARK.ORG)**