

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB342 Timekeeper
POSITION #/TITLE: 2401, 2402 Timekeeper	Adopted: 04-07 Revised: 09-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Finance Operations	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 1017/NB121/Payroll Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word and Standard and Intermediate Excel
Personal Protective Equipment: None	

General Statement of Duties

Performs timekeeping functions for City Departments and provides technical financial recording and accounting in the Time and Labor area.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Performs timekeeping duties for employees in assigned area;
 Reviews employee time to determine whether it is in accordance with bargaining unit agreements;
 Creates and maintains work schedules for assigned area;
 Creates and maintains employee task profiles for assigned area;
 Assists managers/supervisors in assigning employees to work schedules;
 Assists managers/supervisors in assigning time to the appropriate task profile;
 Obtains time approval from department management/supervisors;
 Maintains all time related files and forms as necessary;
 Assists supervisors in managing employee time schedules and pay exceptions;
 Responds to requests for information from City managers/supervisors and employees;
 Processes and distribute standard reports as necessary;
 Fills-in/back-up other payroll positions as necessary;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of payroll accounting in government;

Good knowledge of human resource enterprise applications and common office tool software;
Good knowledge of business arithmetic;
Ability to handle confidential administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Accounting or a closely related field; and
Considerable experience in payroll and accounting practices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.