



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Payroll Specialist  
**DEPARTMENT:** Finance  
**DATE POSTED:** 2024  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Non-Exempt  
**STARTING SALARY RANGE:** Grade Letter I  
\$44,000 - \$54,900 Annually

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## SUMMARY

Reporting to the CFO, the Payroll Specialist performs all payroll related tasks for the agency. The Payroll Specialist is responsible for reviewing employee payroll information and working hours, processing payroll for the agency using the payroll database, and maintaining accurate payroll records. The Payroll Specialist will also be responsible for investigating and resolving payroll issues and ensuring compliance with agency policies and regulatory standards related to pay and compensation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Processes bi-weekly payroll for entire agency.
- Ensures that employee payroll processing is in compliance with federal and state laws.
- Assists in payroll accounting, transactions, reporting, stop payments, garnishments, and other payroll related operations.
- Reviews payroll reports and timecards for accuracy before processing payroll.
- Ensures that employee payroll is processed accurately and timely.
- Assists in payroll and timesheet audit activities.
- Assists in tax calculations and filing activities as per IRS regulations.
- Analyzes payroll issues and recommends corrective actions.
- Maintains employee payroll records and timecard data for future references.
- Reviews and inputs time and payroll corrections manually as necessary; utilizes the payroll database to process and maintain agency payroll.
- Updates and maintains payroll files and databases to reflect personnel payroll changes.
- Prepares and files various bi-weekly, monthly, quarterly, and annual payroll reports.
- Reconciles assigned accounts.
- Maintains the balances of the pension forfeiture accounts. Ensures timely update to the general ledger.

- Manages agency retirement account deposits process; ensures timely processing of employee deductions and employer contributions to the retirement plan.
- Prepares journal entries in the performance of payroll functions.
- Reviews the general ledger for accuracy in relation to payroll activities; reconciles assigned accounts.
- Processes reimbursement and per-diem payments.
- Assists the Accounts Payable Specialist as needed.
- Works with the Human Resources Department on payroll and benefits processing related issues as necessary.
- Responds to payroll related inquiries from agency staff and resolves payroll issues.
- Assists with printing checks as necessary.
- Other duties as assigned.

### BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Job Competencies*

- Knowledge of accounting and payroll principles and practices
- Knowledge of principles and procedures of governmental accounting.
- Working knowledge of basic accounting principles and payroll practices.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- High numerical aptitude.
- Detail-oriented.

#### *Education and/or Experience*

Associates degree from an accredited college or two (2) years of college course work in accounting, business, or a related field. Three (3) years of experience in payroll or a similar role is required. Experience working with accounting and payroll software. An equivalent combination of education and experience will be considered.

***Technical Skills***

Skilled in the use of accounting and payroll software and Microsoft Office software and applications.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

