



Payroll Specialist (2138)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17

Safety-Sensitive: No

Purpose

The purpose of this classification is to timely and accurately administer employee payroll and payroll-related processes, in a manner consistent with federal and state laws and regulations, and to perform other finance and accounting duties.

Primary Responsibility

Provides excellent service, pursues continuous improvement, and exceeds expectations.

Typical Duties

Administers the payroll process: updates employee changes; prepares and submits payroll data for approval; prepares and submits pre-payroll register, post-payroll register, reconciliations for direct deposit and undistributed checks, and final posting of payroll to the general ledger; provides other periodic payroll documents to the Assistant Chief Financial Officer for approval; and resolves discrepancies.

Balances all payroll deductions: computes correct withholding for tax liens, garnishments, and child support orders; verifies accuracy of all payments; ensures timely deposit of state and federal withholdings; maintains and processes payments for direct and supplemental employee benefits programs.

Prepares and ensures accuracy and timely filing of state and federal reports, such as quarterly wage reports, unemployment benefits, retirement contributions, tax reports, and other related reports; prepares monthly, fiscal and year-end reconciliations; generates W-2's and corresponding state and federal withholding documents; and files statements with proper agencies.

Administers the County's Time and Attendance System: enters and maintains employee data, role, permissions and security; configures system parameters to properly accumulate correct pay type specific to each department; audits records for accuracy and to mitigate errors; maintains and troubleshoots all timeclocks; and trains all employees and managers to utilize the Time and Attendance System.

Prepares and maintains County payroll records and disbursements: audits employee time and attendance logs; identifies errors, omissions, and inconsistencies; computes wage and overtime payments; maintains employee accruals; computes FMLA lookback periods; and ensures direct deposit of compensation to employee accounts.

Provides guidance, advice and support to departments regarding payroll and timekeeping issues; provides information regarding and interprets payroll-related programs, policies and procedures, and laws and regulations; receives and responds to inquiries; conducts research; provides technical analysis; and makes appropriate recommendations.

Processes accounts receivable: receives, enters, and balances deposits; verifies accuracy and completeness; prepares and submits deposits to bank; enters data into computer systems; generates related journal entries; and prepares and maintains related reports and records.

Assists with other accounting duties: generates a variety of journal entries for bank transfers, ACH deposits, drafts, interest, revenue distributions, etc.; receives and processes documentation regarding applicable federal income tax and submits to state department of revenue for reimbursement; and assists with preparation and submission of documentation for audits.

Performs other related duties as required.

Minimum Qualifications

Bachelor's degree in Accounting, Finance or related field required; supplemented by two years of experience in payroll administration or finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization:

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, colors, textures and/or physical appearances associated with objects, materials, ingredients, and people. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created June 2020