

PAYROLL SPECIALIST

NATURE OF WORK

Under general direction, performs work of considerable difficulty in the preparation of the County payroll, the maintenance of payroll records and the timely issuance of mandated reports and filings.

TYPICAL DUTIES

Prepares the bi-weekly payroll for all County departments; prepares handwritten pay warrants and reversals as needed; prepares, secures and maintains the official personnel records for the County; maintains employee payroll files by processing payroll changes, deductions, adjustments and other necessary changes; maintains files for computer-generated records.

Performs data entry on County computer systems, i.e., employee personnel records, including initial appointments to and separations from employment, payroll, health insurance, worker's compensation, retirement, leave accrual and use; prepares a variety of related reports for payroll deductions, i.e., social security, retirement, insurance, etc.; balances financial reports as required; assists in the budget preparations and audits.

Performs the electronic filing of payroll withholdings; prepares payroll related expense documentation and issues payment; prepares and issues State and Federal monthly and quarterly payroll reports; when requested, does special research and compiles payroll related information to assist departments or individual employees; compiles payroll related information for annual audit; initiates and oversees the preparation and distribution of year-end income tax related reports and filings; assists other Finance Department staff as needed; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the principles and practices of office administration including research, budget management, and records management; knowledge of the legal, technical and administrative aspects of payroll reporting and benefits administration, including the maintenance of personnel records; knowledge of the accounting principles and practices related to county government; knowledge of state and federal statutes related to assigned duties; knowledge of county health insurance benefits; knowledge of and the ability to operate computer systems, including related software; ability to perform effectively under the pressure of deadlines; ability to establish, maintain, analyze, and balance financial records; ability to effectively organize, locate and retrieve documents; ability to establish and maintain effective working relationships with other employees.

MINIMUM QUALIFICATIONS

High school diploma or GED and four years of bookkeeping or accounting experience, including computerized accounting, payroll reporting, journal entries and record keeping. Postsecondary education related to the position may be substituted for the required experience on a year for year basis, not to exceed two years. Actual experience in payroll preparation is preferred, however any combination of training and experience may be accepted which demonstrates the ability to perform the duties of the position