

Payroll Clerk

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work coordinating and monitoring all payroll activities for the County, and related work as apparent or assigned. Work is performed under the limited direction of the County Auditor-Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Prepares the County bi-weekly payroll; manages changes (W-4, direct deposit, cash outs, garnishments); verifies accuracy and enters timesheets; implements changes.
- Maintains organizational and financial files on payroll system; maintains employee master files.
- Prepares reports for bi-weekly, quarter-end and year end reporting to the state and federal government including tax returns and W2s.
- Responds to employee payroll inquiries; consults with Auditor-Treasurer to address complex payroll questions and concerns.
- Coordinates information for newly hired employees; enters new employee information per government regulations, County guidelines and human resources policies.
- Works with department heads and supervisors to collect missing payroll data.
- Provide cross-training with Clerk III-Treasurer on payroll procedures.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of labor contracts, government payroll procedures, tax laws, PERA regulations, quarterly and year end documents; comprehensive knowledge of timesheets; thorough knowledge of insurance billing; general knowledge of standard office equipment including check printer; general knowledge of standard office software including comprehensive knowledge of Paymate payroll software; ability to make arithmetic computations including calculating back pay.

Education and Experience

High school diploma or GED and considerable experience in governmental accounting, payroll and reporting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.