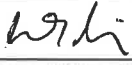



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE: Payroll Coordinator</b>		<b>PAY GRADE: B23</b>	
<b>DEPARTMENT:</b> Financial Services		<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> Payroll and Accounts Payable Mgr.		<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A		<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>APPROVED:</b> 		9/12/19	
<i>Department Head/Elected Official</i>		<i>Date</i>	
		9/12/19	
<i>Human Resources Director</i>		<i>Date</i>	

**I. PURPOSE SUMMARY.** Performs a variety of technical and advanced accounting duties involved in the processing of the County's payroll.

**II. ESSENTIAL DUTIES.**

1. Process payroll for County employees biweekly under strict timelines, ensuring accuracy, completeness and adhering to County policies and procedures. Tasks include, but are not limited to:
  - a. Enter payroll adjustments related to entries not submitted on time and/or retroactive increases which includes reviewing adjusting memo backup documentation and calculating adjustment if needed.
  - b. Following SOP's, process reports to ensure payroll is calculating correctly. Distributes reports to departments for their review and approval.
  - c. Process and issue employee paychecks, statements of earnings and deductions.
  - d. Process direct deposit payments including uploading direct deposit file to bank and troubleshooting any problems with the IT Department.
  - e. Prepares paychecks for distribution.
  - f. Upload PERA payment, as well as update spreadsheets after each payroll.
2. Review time in Kronos for all departments.
  - a. Review leave request forms and ensure they are entered correctly into Kronos.
  - b. Ensure holiday pay is entered and paid correctly.
  - c. Review overtime and other information to identify and reconcile payroll discrepancies.
  - d. Request adjusting memos, review documentation, calculate and enter adjustments in Banner as needed.
  - e. Maintain constant communication with timekeepers.
  - f. Answer employee questions as needed.
3. Process journal entries to clear health insurance, flex spending, and garnishment liability accounts.
  - a. Process journal entries in Banner.
  - b. Reconcile trial balance after journal entries are completed and posted.
4. Calculate and enforce garnishments.
  - a. Calculate garnishments which include but are not limited to child support, alimony, Federal and State tax levies, student loans, etc.
  - b. Sets up voluntary and garnishment payroll deductions in Banner.

- c. Reconcile garnishment deductions.
  - d. Prepare and update garnishment reports for each payroll.
  - e. Complete payroll/garnishment audits to update employee data file.
  - f. Maintain filing system for paid out and released garnishments.
5. Review leave forms for all County employees.
    - a. Review leave forms for accuracy before payroll transactions are closed.
    - b. Ensure leave request forms of leave time, such as vacation, personal, and sick leave are entered in Kronos on time for exempt and non-exempt employees.
    - c. Ensure employee accruals are being used accordingly.
    - d. Maintain filing system for leave forms and timecards.
  6. Process Garnishment and Payroll liability checks.
    - a. Review and analyze liability reports to liability spreadsheets for accuracy.
    - b. Enter payroll liability invoices into Banner including payments to PERA, Federal, State and GRT taxes.
    - c. Remit payments to vendors and creditors.
    - d. Submit PERA, Federal, State and GRT check payments to Treasurer's department.
    - e. Reconcile payroll liabilities to general ledger.
    - f. Maintains filing system.
  7. Enter into system W-4's and Direct Deposit information.
    - a. Enter W-4 tax forms and direct deposit forms.
    - b. Assist employees with questions.
  8. Process payroll for Camino Real Regional Utility Authority (CRRUA).
    - a. Perform all previous major functions above to process payroll for CRRUA.
    - b. Prepare liability spreadsheets.
    - c. Upload PERA report, submit Federal, State and GRT payments online.
    - d. Prepare and submit quarterly payments.
  9. Daily and end of fiscal and calendar year payroll reporting procedures.
    - a. Assist with W-2 reconciliation.
    - b. Assist external auditors during audit process by providing documents upon request.
    - c. Research, analyze, and resolve payroll related problems.
    - d. Assist with special projects.
    - e. Box and file the previous payroll in storage room.
  10. Prepare employee's final check.
    - a. Ensure employee's final check is cut within the State law, County policy and Union contract.

### **III. ADDITIONAL DUTIES.**

1. Provides technical training sessions on payroll processing policies and procedures, as required.
2. Assists the supervisor with internal controls and internal auditing processes.
3. Performs other related duties as assigned.

### **IV. QUALIFICATIONS.**

- A. Education.** Associate's Degree in Accounting, Business Administration, or related field.

**B. Experience.** Three (3) years of payroll processing, bookkeeping/accounting functions, or other related experience. Experience in a government environment preferred. Bilingual (English/Spanish) preferred.

**C. Education/Experience substitution.** In accordance with County policy.

**D. Licenses/Certifications.** N/A

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check and Credit check.

## **1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

### **Knowledge of:**

- Applicable Federal and State laws and regulations pertaining to payroll administration;
- Principles and procedures of payroll processing and accounting;
- Customer service principles and procedures;
- Principles and procedures of financial record keeping and reporting;
- Basic mathematical principles used in calculating payroll information;
- Computerized payroll processing methods, techniques;
- Records management principles and procedures.

### **Skilled in:**

- Calculating payroll information;
- Microsoft Word and Excel at a proficient level;
- Maintaining records efficiently and accurately and preparing clear and concise reports;
- Analyzing financial data and reconciling accounts;
- Interpreting and applying generally accepted accounting principles related to payroll;
- Computer equipment and software for spreadsheets and databases;
- Conducting complete and accurate investigations;
- Problem solving techniques;
- Statistical analysis, research methods, and report presentation.

### **Ability to:**

- Interpret information accurately and make decisions according to existing laws, regulations, and policies;
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Work independently with general supervision making determinations of appropriate action to take;
- Handle complex and sensitive information with utmost discretion;
- Work under deadlines and remain calm;
- Establish and maintain effective professional working relationships;
- Plan, organize and coordinate tasks according to established deadlines;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duty;
- Communicate effectively both orally and in writing;
- Exercise mature judgment to make independent analysis and report findings; Use logical and creative thought processes to develop solutions according to written specification and/or oral instructions.

**2. FREEDOM TO ACT.** The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.

**3. GUIDELINES AND JUDGMENT.** Guidelines typically include organization instructions concerning procedural guidelines, correspondence, or the handling of information; and operating policies of the supervisor or organization served. The employee locates and selects the appropriate guidelines, references, and procedures for application to specific cases, referring situations to which the existing guidelines cannot be applied or significant proposed deviations to the supervisor.

**4. PHYSICAL DEMANDS.** While performing the duties of this job, the employee will usually remain sitting. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, forty-five (45) pounds.

**5. WORK ENVIRONMENT.** Essential duties are performed indoors the majority of the time under normal controlled temperature. Work surface is even, carpeted, tiled and/or a concrete floor.

**6. SUPERVISORY RESPONSIBILITY.** No supervisory responsibility. Responsible for own work.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*