
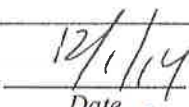
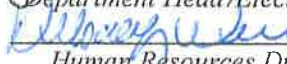



DOÑA ANA COUNTY
JOB DESCRIPTION

POSITION TITLE: Payroll Specialist		PAY GRADE: B22	
DEPARTMENT: Finance Services		FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
REPORTS TO: Payroll and Accounts Payable Mgr		LEAD: <input type="checkbox"/> Yes <input type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPROVED:  <i>Department Head/Elected Official</i>		 <i>Date</i>	
 <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. Performs a variety of technical and advanced accounting duties involved in the processing of the County's payroll. Tasks include, but are not limited to:
 - a. Reviews timesheets, conducts preliminary edit of time entered, processes payroll calculations and conducts post-run review of reports and pay checks; ensures accuracy, completeness, authorization, and adherence to County policies and procedures.
 - b. Performs verification to match leave forms to entries in payroll.
 - c. Prepares quarterly and annual federal, state and PERA reporting returns.
 - d. Coordinates payroll processing cycles and changes with designated departmental input personnel and responds to payroll-related requests for information from departments, employees and outside agencies.
 - e. Calculates, prepares, sorts and disburses accurate paychecks for the County's bi-weekly payrolls, within strict timelines.
 - f. Calculates and remits all applicable withholding liabilities in a timely manner, including but not limited to: quarterly and annual federal and state payroll reporting returns, FICA, Medicare, PERA and other related charges.
 - g. Calculates garnishments including wage assignments, Federal and State tax levies, new child support deductions and alimony.
 - h. Produces ACH direct deposit file and interfaces with automated banking personnel.
 - i. Processes termination checks in compliance with statutory and policy requirements.
 - j. Reconciles payroll liabilities to the general ledger and reports discrepancies to the supervisor.
 - k. Reconciles and produces W-2's and files year-end reports and magnetic media.
 - l. Maintains complete confidentiality, within guidelines, of all payroll records and reports.
 - m. Enters W-4's and Direct Deposit information.
2. Researches and remains current on Federal and State payroll tax law changes, pension, and other applicable laws and regulations affecting payroll administration.
3. Troubleshoots and problem-solves computerized payroll system and tests changes to payroll-related computer programs.
4. Responsible for maintaining accurate and confidential files.

III. Additional Duties.

1. Provides technical training sessions on payroll processing policies and procedures, as required.
2. Assists various external auditors with review of annual payroll records.

3. Assists the supervisor with internal controls and internal auditing processes.
4. Performs other related duties as assigned.

IV. QUALIFICATIONS.

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

B. Experience. Two (2) years performing bookkeeping/accounting functions, preferably in a government environment

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;
- 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;
- 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; and
- 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 ore re-position up to 10 pounds of materials or objects, occasionally, twenty-five (25) 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*