

Baxter County Payroll Administrator Job Description

Exempt: No
Department: County & Circuit Clerk
Reports To: County & Circuit Clerk
Location: Baxter County Courthouse
Date Prepared: January 11, 2018
Date Revised: December 6, 2018

GENERAL DESCRIPTION OF POSITION

Responsible for the processing of Bi-weekly payrolls for Baxter County Employees, reporting wage information to other agencies as required and payment of payroll deductions to appropriate agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establish and monitor internal policies and procedures for reporting payroll information; maintain related records ensuring compliance with Federal, State, and Local regulations.
2. Maintain Personnel files for all County Employees to include but not limited to wage and salary changes, address changes, marital status and dependent changes, transfers, promotions and demotions.
3. Work with IT manager to maintain time keeping system.
4. Audit health, life and dental insurance billing to ensure accuracy with County information and reconcile amounts deducted for insurance with amounts billed.
5. Maintain accurate payroll deductions which include several different insurances, Deferred Compensation, State and Federal taxes, etc.
6. Answer employee questions concerning benefits and provide information concerning claims.
7. Perform all requirements for County Payroll (185+ Employees) to include but not limited to entry of all employees' hours, compare time records to employees, compare time records to pay period required time worked, docking employees pay if they have not met the work time requirements. Ensure that employees have used all county policies in determining how their time worked and fringe time charged has been documented. Ensure accuracy for Federal and State Tax deposits. Maintain documentation and track wage garnishments.
8. Produce payroll registers reflecting each check and total payroll; balance computer payroll totals with manually computed totals.
9. Review payroll worksheets reflecting wage information to verify accuracy of wage and hour information, budget appropriation, addition of new hires, terminations, promotions and compliance with established procedures.
10. Ensures any change to payroll is documented in writing from affected department. Verifies the accuracy of leave time reported, determining leave eligibility, comp time eligibility and accrual

amounts; monitor extended leave status such as FMLA Leave, Injury leave, leave without pay, military leave, etc. Monitors employment time periods for contract or temporary employees.

11. Compute salary and benefit costs for all Personnel Ordinance requests.
12. Enter any classification, grade, or personnel changes into payroll system; review each status change form to ensure accuracy, annual salary, grade/step placement, etc.
13. Administer the Section 125 Cafeteria Plan ensuring the deductions comply with Federal IRS regulations and guidelines.
14. Prepare and maintain quarterly and yearly reports for County, State and Federal to include but not limited to 941, Unemployment Insurance, Labor Board, and W-2's.
15. Calculate lump sum termination pay including accrued vacation and comp time for all employees terminating employment, and provide that information to the appropriate department head.
16. Process any special payrolls for payment outside regular schedule.
17. Prepare yearly schedule of payroll dates and payroll due dates.
18. Maintain storage of all payroll records for county payrolls.
19. Compute FICA/MEDICARE withheld and Employer's Matching share for Federal Income Tax purposes. Process claims for the payment of taxes and prepares Federal Tax withholding, FICA, and State Tax withholding deposits and notify Treasurer's office to electronically transfer the amounts to the proper agencies.
20. Estimate budget needs for all personal services budgets on an annual basis.
21. Assist with preparation of special reports, answer miscellaneous government surveys, various correspondence, and other related duties as needed or requested.
22. Supervises the printing, balancing and distribution of Year-end W-2's for all county employees.
23. Attend Committee and Quorum Court meetings as requested by Clerk or Quorum Court.
24. Must maintain confidentiality in all personnel matters including personal and medical matters.
25. Perform any other related duties as required or assigned.
26. Provide backup to HR office to administer new employee orientation in the absence of the HR director, to include completion of required federal and county forms, provide information of county benefit package, and information concerning employment within the county. Administer County Benefit Package. Must be able to work directly with insurance providers. Handle new enrollments to insurance and retirement system.
27. Assist HR department as liaison between providers and employees, answering employee questions regarding benefits.
28. Must be willing to represent the County & Circuit Clerk's Office in a positive manner at all times.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Payroll Systems

Intermediate: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

Basic: Accounting

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Interrelationships: All County Elected Officials, employees in all County Departments, employees in City Government Offices, All State Offices, Insurance Offices, Judicial Personnel, Auditors, Attorneys, etc.

PERFORMANCE STANDARDS:

Satisfactory performance will be achieved when: An individual will perform each essential duty satisfactorily; have a comprehensive knowledge of Federal, State and Local Laws, Policies and Regulations governing payroll and related tax computation and reporting procedures; have considerable knowledge of Payroll and related Accounting Principles and practices; have considerable knowledge of County Policies, procedures and ordinances related to leave and benefit accrual and usage, position control and payroll administration and reporting; have considerable knowledge of the policies and procedures concerning pre-tax and post-tax payroll deductions including County Benefit Premiums, Child Support and garnishments; have good knowledge of budgetary procedures and processes; have the ability to develop and administer payroll policies and procedures; be able to perform complex mathematical computations quickly and accurately, the ability to prepare complex numerical reports and the ability to establish and maintain detailed record keeping systems.

POSITION QUALIFICATIONS:

A. Education:

High School Diploma, completion of Vocational, Business School or College Level Course work in Accounting, Business, Human Resources, or a related field.

B. Experience:

Considerable work experience with Payroll Administration, Human Resources or any equivalent combination of experience and training which provides the required skills, knowledge or abilities. Must be computer and calculator proficient, detail oriented, and have strong organizational skills. Must have experience with Microsoft EXCEL and WORD. Must have excellent oral and written communication skills.

C. Additional Certification:

Must be bonded and a Notary Public duly filed with the Secretary of State's Office.

- **Must be willing to represent the County & Circuit Clerk's Office in a positive manner at all times.**
- **Must be detail oriented and have strong multi-tasking skills and organization ability.**
- **Must possess excellent interpersonal, communication, and phone skills.**
- **Must be able to work proficiently with numerous interruptions.**
- **Must maintain high degree of accuracy in performance of daily job duties.**
- **Must be a problem solver.**
- **Must be a team player.**

Nothing herein shall constitute an employment contract. This job description describes the basic duties to be performed but does not list all duties. The job description may be changed by the supervising Elected Official.