

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Business Specialist	B	2	3	Non-Exempt
POSITION TITLE:	Payroll Specialist	POSITION#:	500131	
☐ New ☒ Revised (Check one)	Date:	11/15/2017		
SERVICE TYPE:		NON-REP MANAGEMENT		
Employee Name:	Vacant	Department:	Finance	Supervisor: Finance Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Independently administers the county-wide payroll function. Serves as an expert on payroll-related matters. Maintains control of payroll records to ensure the integrity and accuracy of the payroll system in conformance with federal and state laws, union contracts, personnel policies and other associated regulations. Reviews and verifies payroll data for County employees from all departments; processes and issues payroll checks. Produces required personnel, payroll, tax and benefits reports.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Payroll Administration and Processing Essential Duties: - Performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll, human resources and benefit records and is responsible for paying all county personnel - Review county personnel actions for accuracy and conformance with contracts, policies and regulations. - Maintain tables, create codes and trouble shoot problems within computerized payroll system. - Assist County departments and other staff members in applying payroll and benefit laws, rules and regulations, policies and procedures and answer inquiries from both internal and external clients. - Meet strict deadlines of payroll while maintaining a cooperative working relationship with those contacted during the course of work. - Review benefits/deductions for conformance with union contracts and personnel policies (i.e., dependents, FTE-related accruals, deferred comp, garnishments, union dues etc.); determine effective dates, and assign related system codes. - Accurately input data into computerized system: personnel actions, benefits, deductions, position-related information, etc. - Audit each timesheet, checking for accuracy and adherence to contracts, policies, federal, state and other agencies regulations. Performs adjustments as needed to assure accurate payment to each County employee. - Monitor sick, vacation, floating holiday, holiday and comp leave usage. - Process adjustments for insurances, accruals and garnishments.	85%

	• Close and balance end of pay period. Run and review reports to insure that all payroll records are in balance. • Prepares state and federal tax deposits timely to avoid penalties. • Balance and reconcile all deductions and benefits for payment by A/P (garnishments, union dues, voluntary insurances, etc.) • Train departmental timekeepers and payroll contacts in payroll methods and procedures. Train timekeepers on timesheet entry into payroll software. • Participate in pay and benefit related research/calculations generating required reports relating to labor negotiations. • Provides input on collective bargaining proposals that will affect payroll. • Create routine and custom pay reports. • Transmit payroll related data to appropriate agencies and providers.	
2	MFA: Benefit Enrollment Essential Duties: • Process PERS, health insurance and other benefit enrollment. • Track and monitor employee service eligibility for PERS, deferred compensation, etc. • Manage payroll payments and/or employee records that must either be paid or maintained through an assortment of public and private web based sites.	15%
Percentages should total 100%		100%

Special Requirements:

Associates Degree in accounting or business
 Knowledge of state and federal wage and hour laws
 Intermediate Excel
 3 years' experience payroll administration in similar size organizations, including experience working with payroll and human resource information management systems

Physical Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____