

## **PAYROLL COORDINATOR**

### DEFINITION

To plan, organize, and coordinate technical, clerical accounting and financial record-keeping activities involved in the preparation and processing of the county's payroll.

### DISTINGUISHING CHARACTERISTICS

This single position class has primary responsibility to ensure the efficiency and accuracy of the County's payroll system.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Director of Finance; exercises technical or functional supervision over lower-level positions as assigned.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, coordinates, provides leadership in and performs a variety of technical and clerical accounting work involved in the processing of the county's payroll.

Reviews timesheets; reconciles totals; balances and verifies data.

Ensures proper payroll distributions for charging payroll costs to individual departments.

Prepares federal and state taxes for deposit; prepares and reconciles quarterly federal and state tax reports; prepares and updates operating system files and prepares fiscal year closing entries.

Withholds and distributes voluntary deductions.

Posts and maintains payroll-related employee data in a timely and accurate manner; initiates necessary payroll deductions for benefits and related items.

Maintains and oversees the use of payroll software.

Analyzes and applies tax laws, regulations and rate changes, as well as payroll regulations.

Prepares and submits various reports as required for county and other agencies.

Manages workers' compensation and 4850 programs.

Maintains payroll trust accounts.

Researches tax or retirement discrepancies.

Supervises insurance collections and payments.

Computes and interprets miscellaneous forms of compensation and deductions; computes and prepares adjustments.

Provides technical information and instruction to subordinate personnel regarding payroll processing procedures; interprets and explains related rules and regulations.

Performs miscellaneous clerical/accounting work as required, including but not limited to entering computer data, processing county disability and life insurance paperwork, preparing office timesheets and monitoring accruals, preparing and depositing taxes, preparing W2 forms, verifying employment, etc.

Receives and responds to inquiries from other departments and personnel regarding payroll procedures and policies.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, rules and regulations.

Principles and procedures of payroll preparation, accounting and budgeting.

Basic principles and procedures of bookkeeping and finance.

Principles and procedures of financial record keeping, reporting and auditing.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Type at a speed necessary for successful job performance.

Analyze fiscal and finance records.

Performs accounting transactions and mathematical calculations with speed and accuracy.

Accurately maintain records and files, computer programs and databases.

Prepare required reports accurately and in a timely manner.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical and automated bookkeeping and accounting experience.

Training:

High school diploma or GED equivalent supplemented by specialized training in bookkeeping, accounting, data processing or related field.

Classification Code:	4042001
Bargaining Unit:	07
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"