

BANNOCK COUNTY
CLASS SPECIFICATION

PAYROLL TECHNICIAN/DEPUTY AUDITOR

Department: Clerk/Auditor
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 10/04, 08/09

Purpose of Class

Performs complex accounting duties involved in the processing of the County's payroll; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform a variety of technical and accounting clerical duties involved in the processing of the County's payroll, to include calculating all wage assignments, reconciling payroll against submitted department time sheets, calculating and remitting all applicable withholding liabilities and customer service. Work also includes preparing quarterly and annual federal and state payroll reporting returns and researching all applicable federal, state and local tax laws. The work is performed under the supervision of an Senior Payroll Technician and the Comptroller/Senior Deputy Auditor, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Reviews timesheets, conducts preliminary edit of time entered, processes payroll calculations, and conducts post-run review of reports and paychecks; ensures accuracy, completeness, authorization, and adherence to County administrative regulations and guidelines;
- Reviews time sheet data which is submitted by all County departments/cost centers to ensure accuracy, completeness, and proper authorization;
- Maintains complete confidentiality, within guidelines, of all payroll records and reports;
- Performs data entry and tracking of work time, sick leave, annual leave and comp time accruals for County employees;
- Calculates and remits all applicable withholding liabilities for all County employees on a timely basis, including, but not limited to: quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, and other related charges;
- Ensures regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures;
- Prepares and processes various local, state and federal reports as required;

- Conducts research and reporting for unclaimed property;
- Calculates, prepares, sorts and disburses accurate paychecks for County's payroll, within strict timelines;
- Maintains budget spreadsheet for employee salaries and benefits;
- Responds to payroll-related requests for information from County departments, employees, and from outside agencies;
- Researches and remains current on federal and state payroll tax law changes, pension, benefit, and other applicable laws and regulations affecting payroll administration;
- Reconciles payroll liabilities to the general ledger and processes payments;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Applicable federal and state laws and regulations pertaining to payroll administration;
- Principles and procedures of payroll processing and accounting;
- Customer service principles, procedures, and objectives;
- The various state retirement system policies and procedures, and their differences;
- Principles and procedures of financial record keeping and reporting;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Current office practices and procedures.

Ability to:

- Work independently in all aspects of computerized payroll processing, retroactive calculations and payments, online checks for routine corrections, and preparation of payroll reports;
- Maintain complete confidentiality, within guidelines, of all payroll records and reports;
- Mathematically calculate payroll information;
- Interpret and apply related payroll Generally Accepted Accounting Principles (GAAP);
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency with additional coursework in accounting, bookkeeping or related field is required; and
- Two (2) to four (4) years experience with payroll systems is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 10 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.