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| CLASSIFICATION                            | 8                |
| HOURLY RANGE                              | \$17.19- \$25.78 |
| FLSA                                      | NON-EXEMPT       |
| NOTICE REQUIREMENT                        | 30 DAYS          |
| RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT | NO               |

## Payroll Specialist Part-time

### Job Summary

The Part-time Payroll Specialist performs difficult, professional and administrative, high-volume and exacting technical work under strict deadlines involving the preparation and processing of the County's payroll. Maintains all associated records; does related work as required. Work is performed under general supervision of the Director of Human Resources. Work is expected to average twenty-seven (27) hours per week.

### Key Responsibilities/Essential Functions:

- Conduct monthly payroll procedures including: Initiating Pay Cycle at the beginning of each month, initiating payroll processing procedures prior to pay day, and finalizing payroll and distribution registers prior to sending to the County Treasurer for approval and payroll check processing.
- Reconcile monthly distribution register after payroll; log differences on an Excel spreadsheet which is sent to the Treasurer's office used to create a journal entry for corrections to the General Ledger.
- Set-up payroll deductions for and maintain child support orders, garnishments, tax levies and liens in the payroll system.
- Work closely with HR Coordinator on employee setup and maintenance of records in the Harris Innoprise system.
- Review for completion and approve timecards in the electronic time keeping system; receive and enter time worked in the payroll system for departments not utilizing the electronic time keeping system.
- Create and maintain all pay codes, deduction codes, bank codes and annual tax tables in the payroll system.
- Responsible for accurately reporting additions and changes to the 457(b) Deferred Compensation plan and remitting monthly employee deductions.
- Responsible for ensuring the monthly snapshot from VRS is accurate, reconciled with the payroll register and remitting monthly employee deductions.
- Responsible for ensuring monthly changes to optional life insurance through Minnesota Life are accurate and remitting monthly employee deductions.
- Submit monthly EFTPS report and payment of federal taxes, file U. S. Department of Labor Statistics Report monthly.
- Responsible for generating and providing monthly payroll reports to various departments.
- Compute and submit quarterly reports for state tax, 941 for FICA and federal tax, VEC unemployment report, and multiple worksite report for state and federal labor bureaus.
- Responsible for monthly reports to verify accuracy of payroll register, these are approved by the Finance Director since they suffice as the warrant for the Treasurer's Office to create the checks and direct deposit file for employee payroll.

- Compute comp time accrued and used for non-exempt employees, notify employees of their balances monthly; track and record accrued sick and vacation for exempt employee and notify them of their balances monthly.
- File for state reimbursement of the Electoral Board/Registrar's compensation annually.
- Compute leave balance records for employees and create the annual Accrued Leave Value Report for the Director of Finance.
- Maintain accurate records in preparation for annual audits; work closely with Director of Finance and representatives from outside auditors.
- Reconcile payroll information, run and distribute W-2's for all employees annually.
- Process and mail payroll deductions and live payroll checks.
- Receive, review and prepare gym reimbursements for authorization and payment to employees.
- Complete and submit forms, surveys, verifications, and other correspondence relating to payroll matters.
- Research laws, legislation and regulations governing payroll and related matters; keeps abreast of changes and informs managements as appropriate.
- Serve as key departmental team member in providing assistance to employees inquiries concerning concerning payroll policies and procedures.
- Provide payroll processing training to ensure cross training and adequate backup of all tasks performed.
- Receive, review, track and prepare wellness activities for reimbursement to employees.
- Provide departmental operational support during staff absences and periods of heavy work load.
- Performs other duties as assigned.

#### **Job Requirements:**

- High School Diploma, or equivalent.
- Minimum of three years experience in general accounting and payroll.
- Active Fundamentals of Payroll Certification (FPC) preferred.
- Active Certified Payroll Professional (CPP) preferred.
- Comprehensive knowledge of policies, methods and procedures used in preparing and processing payroll.
- Thorough knowledge of office terminology, procedures, equipment, and clerical methods used in accounting and bookkeeping.
- Ability to follow complex oral and written instructions.
- Ability to apply detailed procedures to work assignments; ability to accurately process a high volume of transactions.
- Ability to maintain complex files and records and to prepare reports from those records.
- Ability to perform mathematical computations quickly and accurately.
- Ability to meet strict deadlines.
- Ability to communicate effectively with other employees.

#### **Physical Demands/Special Work Environment:**

- Constantly operates a computer, other office equipment. These tasks involve movement picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must be able to remain in a stationary position for 70% of their work day.

- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with coworkers.
- The person in this position frequently communicates and exchanges information with coworkers and must be able to exchange accurate information in these situations.

**Reports to:** Director of Human Resources

**Supervisory Responsibility:** None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date