

PAYROLL COORDINATOR

FUNCTION OF THE JOB

Under supervision, manages the process of preparing, maintaining, and auditing the countywide payroll system; and, performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages the preparation of a bi-weekly payroll and the electronic maintenance of payroll files and tables in accordance with designated procedures. Reviews, audits, and transmits data for processing, ensuring accuracy and timeliness.
2. Coordinates with County departments to ensure that changes in payroll policy and calendar/deadline information is effectively communicated.
3. Administers the various Workforce Management software systems, including hours worked, leaves of absences, benefit time, pay code creation, rule configurations, payroll schedules, roles and ranges, user maintenance and security. Administers deductions, levies, garnishments, and withholding taxes.
4. Generates and transmits detailed data to third party administrators of various employee benefit programs. Works with providers to resolve issues or problems as they arise.
5. Advises and instructs clerical staff in County Departments on payroll policies and procedures.
6. Collaborates with Human Resources and Information Technology on Workforce Management systems implementations, testing, change management and documentation; works with Information Technology Division to resolve system-related issues.
7. Coordinates with the Human Resources Division in preparing for and implementing payroll-related changes driven by regulatory/legal action, updated administrative rules or collective bargaining.
8. Assists in the development of policies and procedures for efficiencies and improvements in the payroll system and maintains associated documentation.
9. Coordinates with Human Resources Division staff to ensure the proper processing of salary changes upon promotions, merit increases, and demotions. Coordinates proper processing of new hires and terminations.
10. May coordinate work of employees performing payroll tasks.
11. Provides payroll information in response to requests from employees, the County's auditors, or in response to other inquiries, and resolves issues as needed.
12. Administers various annual processes, such as awarding benefit time, paying out of benefit balances, severance pay, and new year set up.
13. Manages the processing of various off-cycle payroll runs, such as performance awards and back pay.
14. Performs reconciliations of payroll data with general ledger accounts as needed.
15. Establishes and maintains effective working relations with all users of the payroll system including county personnel at all levels.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of generally accepted office principles, procedures, and office equipment including the use of computers.
2. Comprehensive knowledge of both state and federal regulations relating to payroll systems.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

3. Comprehensive knowledge of and high degree of proficiency in MS Office products or comparable office programs, word processing, spreadsheet, and database applications.
4. Considerable knowledge of standard office equipment, including telephones, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
5. Considerable knowledge of department/division specific programs, policies, procedures, etc.
6. Considerable knowledge of Workforce Management systems to include payroll, HRIS and time and attendance systems.
7. Working knowledge of generally accepted accounting principles and procedures as it relates to payroll function.
8. Ability to analyze and resolve problems.
9. Ability to train and instruct clerical employees involved in the payroll function.
10. Ability to establish and maintain effective working relationships with other employees, the public, and government officials.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional background, and persons of all ages and lifestyles.
12. Ability to develop and maintain payroll policies and procedures for efficient payroll operations.
13. Ability to exercise judgment and discretion in the application and interpretation of payroll records management.
14. Ability to access and navigate the Internet, County Intranet, and department-specific applications and programs.
15. Ability to work independently
16. Ability to prepare and maintain accurate reports and records.

Training and Experience

1. High School Diploma or GED.
2. Five years of accounting or bookkeeping experience. Three years of this experience must be working directly in a payroll function at the fiscal specialist level.
3. Recognized post-high school training with a specialization in bookkeeping or accounting may be substituted for the required experience on a year-for-year basis to a maximum of two years. Post high school training cannot substitute for the payroll experience.