



WORKING TITLE: PAYROLL SPECIALIST	CLASSIFICATION: ACCOUNTING TECHNICIAN
DEPARTMENT: ADMINISTRATION	DIVISION: FISCAL SERVICES
PAY RANGE: NBYCM 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: MAY 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex accounting work with principal duties of planning and executing payroll functions and activities. Work is a combination of payroll, accounting, and clerical duties. The position is substantially responsible for the handling of sensitive payroll data, transfer of funds, and payment of money related to payroll. Responsible for payroll processing and reconciliation; including payments related to payroll, payroll database, accumulated leave records, Federal and State withholding tax reporting, and quarterly and year-end reports. The work is characterized by a high degree of professional judgment, integrity, confidentiality, communication skills, and initiative. The Payroll Specialist is a confidential, highly motivated, problem-solving, multi-tasking individual who works well in a fast-paced, dynamic environment.

SUPERVISION RECEIVED:

Works under general supervision of the Financial Services Manager, or designee, with minimal direct supervision.

SUPERVISION EXERCISED:

Although routine supervision of other employees is not a responsibility of this class, the incumbent may assist in training and orientation of new staff throughout the County with regards to new accounting and payroll procedures or methods. May lead, direct, and review work of lower classifications, interns, and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- **Accounting**
 - Assumes full responsibility for full cycle payroll for both salaried and hourly employees, reconciling to the general ledger, month and yearend reconciliation, and garnishments.

- **Clerical**
 - Makes changes to employee payroll data, such as address and deduction changes.

Accounting Technician - Payroll Specialist

Maintains payroll records, complies with policies, and processes W-2 forms.

- **Payroll**
 - Ensures timekeeping hours are correct before posting to the payroll software for payment, performing audits as scheduled/required.
 - Reviews coding for hours, such as regular, overtime and vacation, performing audits as scheduled/required.
 - Responsible for processing the entire payroll with minimum supervision.
 - Handles timekeeping, pays wages, ensures statutory and voluntary deductions are properly withheld, prints paychecks and pay stubs, and performs direct deposit and record-keeping duties.
 - Processes and reconciles payroll to the general ledger, remitting payroll taxes and other withholdings each payroll, monthly quarterly and year-end payroll statements. Payroll processing includes reading, understanding and applying multiple collective bargaining agreements.
 - Performs related duties as assigned.

- **Specific Duties**
 - Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using a computerized payroll system.
 - Enters county-paid and voluntary deductions for premiums, leave usage and donations.
 - Records changes affecting net wages, for example exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
 - Records data concerning transfer of employees between departments.
 - Prorates expenses to be debited or credited to each department for cost accounting records.
 - Prepares periodic reports of earnings, taxes, and deductions.
 - Maintains and appropriately retains records of leave pay and nontaxable wages.
 - Prepares and issues paychecks, including final paychecks covering special agreements.
 - Prepares confidential payroll reports for supervisor during union negotiations, budgeting and other planning events.

JOB SPECIFICATION

KNOWLEDGE OF:

- Double-entry principles as required by the position.
- Accounting terminology, practices and records.
- Software applications in accounting.
- Clerical and office procedures.
- HIPAA, FMLA, OFLA, FLSA, USERRA, COBRA, and Oregon PERS.
- Confidentiality rules related to personnel and fiscal administration.
- Collective Bargaining Agreements of the County and the relevant economic/payroll differences.

Accounting Technician - Payroll Specialist

- State and federal rules and regulations relevant to payroll, fiscal record keeping, and transactions.

SKILL IN:

- Interpreting, analyzing, and reconciling data within the accounting system.
- Communicating orally and in writing, inclusive of reading, analyzing and interpreting technical procedures, governmental regulations, and a variety of instructions furnished in written, oral, and diagram format.
- Operating an automated payroll system.
- Organizing objectives and prioritizing work.

ABILITY TO:

- Demonstrate and maintain confidentiality.
- Handle stress related to timeliness, deadlines, and competing priorities.
- Operate a ten-key calculator rapidly and accurately as required by the position.
- Operate Microsoft products inclusive of Excel and Word, database management, and record keeping programs.
- Apply computer applications related to payroll and accounting functions.
- Analyze financial and accounting records.
- Prepare clear and concise electronic spreadsheets.
- Establish and maintain effective working and problem-solving relationships with supervisors, employees, and the public.
- Function in a team environment.
- Pay attention to details and appropriately correct errors when necessary.
- Demonstrate effective communication with all levels of staff and third party payroll resources.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High School diploma and two years direct payroll and accounting work experience at a level equivalent to a Senior Accounting Clerk is required. Course work and training in bookkeeping, accounting, or a related field may be substituted for up to one year experience. Certification through the American Payroll Association is expected within one year of date of hire. Any satisfactory equivalent combination of experience and training, which ensures ability to perform the work, may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

Accounting Technician - Payroll Specialist

The incumbent works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.