

PAYROLL SPECIALIST

Pay Grade: 211

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional and intermediate administrative work maintaining and processing employee payrolls, related deductions, and operations; does related work as required. Work is performed under the regular supervision of the Director of Finance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processes and prepares payroll for County and/or the School Division; prepares and maintains payroll related files; prepares payroll reports and maintains computerized payroll records system.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs payroll tasks and responsibilities including entry, verification, and reconciliation of reports; prints and disburses paychecks; processes and transmits direct deposits for payroll purposes.
- Processes various payroll deductions including garnishments for federal and state taxes, health care and related programs
- Processes changes for taxes, insurance, health benefit options, name, and location change; processes and transmits direct deposits.
- Maintains annual sick and compensatory time records; verifies and prepares carry-over balance records at year end.
- Reconciles various reports; makes changes as necessary and creates final reports including supporting computer records; reconciles monthly payroll deductions with vendors; remits payments and resolves differences.
- Assists and/or enrolls employees in various benefit programs as needed.
- Assists with development and preparation of department policies, procedures, and operational efficiencies.
- Performs a wide variety of clerical and related tasks.
- Performs computer data back-ups.
- Prepares and maintains various spreadsheets related, but not limited to payroll and benefit functions.
- Prepares and files required tax reports for appropriate federal, state agencies and the Virginia Employment Commission.
- Prepares and reconciles W-2's and payroll tax reports for year end reports and filing.
- Enters a variety of information into the computer, verifies accuracy and completeness; produces associated financial reports.
- Assists Accounting Manager/Accounting Specialist with resolving financial discrepancies.
- Maintains office files, account records and other related records.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll systems and benefit programs administration and the associated methods, processes and terminology; thorough knowledge of financial principles and practices; thorough knowledge of bookkeeping terminology and methods, accounting theory and principles, and their application to accounting transactions; general knowledge of office procedures, practices and equipment; skill in the use of computer equipment; ability to follow detailed and written instructions; ability to maintain complex financial records and prepare reports; ability to make arithmetical computations quickly and accurately; ability to post data with accuracy utilizing computer systems; ability to operate efficiently and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting and considerable experience involving the maintenance of payroll and financial records. Must stay current on employment and payroll laws. AS 400 Experience and proficiency in Excel preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.