



PAYROLL SPECIALIST

General Statement of Duties

Performs intermediate, skilled technical work preparing and processing payroll for all County employees, reviewing, verifying and entering personnel and payroll data, maintaining payroll records and files and preparing payroll reports.

Distinguishing Features of the Class

An employee in this class performs paraprofessional accounting tasks in the finance office with special emphasis on payroll. Work involves applying established payroll policies, processes, and procedures to the review and processing of payroll, personnel actions, and fringe benefits documents. Work is characterized by use of personnel action forms, statements, vouchers, and payroll documents. Work also includes processing of time sheets, payroll actions, fringe benefits, and related personnel documents into the payroll system and compiling information and submitting the required payroll, retirement, insurance and deductions reports. Independent judgment and initiative are required in the performance of duties. Work is performed under the regular supervision of the Accounting Services Supervisor and is evaluated through conferences, accuracy and completeness of the payroll and the accompanying reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

- Prepares and processes the County's biweekly payroll; reviews time sheets; makes corrections; adjusts leave balances, calculates overtime, garnishments, tax levies, child support, etc.; enters deductions for health insurance, social security and taxes into system; transmits direct deposit; prepares checks and deposit stubs for dissemination; verifies that all wages are charged to proper account; contacts department and/or employee with any discrepancies.
- Reviews and sets up pay and deduction codes; reviews and enters pay calendar information; sets up and maintains validation codes; enters employee bank information for direct deposit.
- Calculates salary adjustments for promotions, demotions, reclassifications, terminations and other changes; prepares any payroll roll-over leave balances.
- Produces and submits files and payments to various accounts and state agencies.
- Serves as a liaison between the Finance and Human Resource departments; responds to inquiries and contacts staff to resolve payroll issues.
- Maintains knowledge of all Federal, State and local changes effecting payroll.

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- Generates and distributes W-2's and related documents.
- Provides information to the auditor as relates to payroll.
- Prepares and maintains confidential personnel and payroll information and files; files and maintains timesheets.
- Maintains ORBiTS retirement system.
- Prepares and submits a variety of periodic payroll reports for local, state and federal agencies.
- Participates in employees trainings as needed.
- Compiles for further review information for the calculation of workers compensation premiums.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of payroll systems, state, federal and local laws and regulations and the associated methodology, processes and terminology.
- General knowledge of bookkeeping terminology and methods and accounting theory and principles.
- General knowledge of office procedures, practices and equipment.
- Skill working with standard accounting software and with spreadsheets.
- Ability to operate a variety of accounting, office and data entry equipment.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in the maintenance of financial records.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare financial records and reports.
- Ability to establish and maintain effective working relationships with associates, coordinating agencies and the general public. Considerable knowledge of the County's personnel policies and procedures.
- Ability to verify payroll documents and forms for accuracy and completeness.
- Ability to maintain confidential information.

Physical Requirements

- Work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires kneeling, stooping, crouching, standing, walking, reaching with hands and arms, lifting, pushing and

- pulling.
- Visual acuity is required for close vision, distance vision, ability to adjust focus, color perception and peripheral vision.
- 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using measuring devices, operating machines and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Education and Experience

Graduation from a two-year college with a degree in business or accounting and considerable experience in payroll or accounting work; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.
Must have previous experience in payroll upon hire.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.