



Grand County

Job Description

Title:	Payroll Coordinator	Job Code:	1303
Division:	Administration	Effective Date:	2/2020
Department:	Personnel Services	Last Revised:	2/2020

GENERAL PURPOSE

Performs a variety of **full performance, para-professional accounting duties** as needed to expedite county-wide payroll administration.

SUPERVISION RECEIVED

Works under the general supervision of the Personnel Services Director

SUPERVISION EXERCISED

May provide functional supervision to Personnel Services Specialist while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Payroll Functions: Prepares and processes complex and professional bi-weekly payroll for all County employees covered by various policies and agreements ensuring that payroll records are developed and payroll is administered within legal mandates; utilizes on-line time keeping system; processes payroll time sheets, hard copy and electronic; inputs and records employee work hours; files time sheets; determines employee earnings, calculates employee withholding's (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; monitors year-to-date records of wages, deductions, taxes and benefits; prepares various reports related to wages, retirement and benefits.

Reviews time sheets and verifies compliance with policies; maintains computerized payroll files with employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholding's; distributes withholding's and direct deposits to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll; makes correcting general ledger entries for payroll, benefit and withholding's; corrects payroll journal entries as needed.

Performs leave accounting making computer entries documenting, sick leave, annual leave and comp-time accrual; verifies and balances leave time used calculating employee totals and balances for leave accounting; records all transactions against leave from authorized programs; processes and maintains benefit claim and enrollment forms; prepares and distributes leave record reports; computes retroactive pay rate and deduction changes; reconciles and prepares monthly benefit and insurance billings; monitors part-time employee hours worked to ensure compliance with Affordable Care Act (ACA) reporting guidelines.

Reconciles and files all regular, quarterly and annual tax and related reports with federal and state governments; assures accuracy, completeness, and timely delivery, W-2's and 1095's; prepares monthly, quarterly, and annual reports of payroll, retirement and related insurance.

Ensures that County payroll system is in compliance with all state, federal and other requirements; performs quarterly and annual balancing of state, federal and FICA tax reports and files required reports in a timely manner; reconciles and prepares state withholding taxes and prepares federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; monitors changes in tax laws as needed to assure compliance.

Coordinates with Elected Officials, Supervisors or Department Heads with time keeping questions or verification; serves as a source of information regarding payroll processing, policies, regulations, and procedures in response to inquiries from County staff and management.

Responsible for tracking Uniform allowance and purchases, employee payroll entries and prepares reports for Clerk/Auditor and Sheriff's Office supervisors.

Public Assistance: Responds promptly to requests for employment verification.

Independent Audits: Assists auditors; collects and gathers necessary information, documents, and files, regarding the Budget, Appropriations, Vendor list, Chart of Accounts, Deposits and Check Registers for review for the yearly audit.

General Support: Performs a variety of other departmental support tasks and all other related duties as assigned by supervisor, including assisting the duties of other Office staff.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate’s degree in accounting, finance, bookkeeping or related field;

AND

B. Four (4) years of responsible experience related to finance, bookkeeping, payroll administration, or office administration.

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of payroll practices and procedures; general office practices, procedures and equipment; computer accounting applications and various software financial programs; Word processing/typing and spreadsheets (MS Word, Excel, Power Point); Office equipment including but not limited to: computer, laser printer, typewriter, copy machine, fax machine, calculator, scanner, etc.; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations. **Some knowledge of** generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); debits and credits; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities;

Skill in Microsoft applications including Word and Excel; document and report composition; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and co-workers; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to routine accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must possess a valid Utah Driver’s license.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. May periodically travel out of town to meet training and/or certification and education requirements.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)