

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Business Specialist 3	B	2	3	Non-Exempt
POSITION TITLE:	Payroll Analyst		POSITION#:	500131
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:		
SERVICE TYPE:		NON-REP CONFIDENTIAL		
Employee Name:		Department:	Financial Services	Supervisor:
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Independently administers the county-wide payroll function. Serves as an expert on payroll-related matters. Maintains control of payroll records to ensure the integrity and accuracy of the payroll system in conformance with federal and state laws, union contracts, personnel policies and other associated regulations. Reviews and verifies payroll data for County employees from all departments; processes and issues payroll checks. Provides oversight and direction of the work of an Accounting Specialist with regard to payroll. Produces required personnel, payroll, tax and benefits reports. Works with Financial Analyst to produce salary projections for budgeting and contract negotiations.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Payroll Administration and Processing</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Oversees and directs the work of lower level payroll personnel • Performs a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll, human resources and benefit records and is responsible for paying all county personnel • Review county personnel actions for accuracy and conformance with contracts, policies and regulations. • Assist County departments and other staff members in applying payroll and benefit laws, rules and regulations, policies and procedures and answer inquiries from both internal and external clients. • Meet strict deadlines of payroll while maintaining a cooperative working relationship with those contacted during the course of work. • Assure compliance with CBA Review benefits/deductions for conformance with union contracts and personnel policies (i.e., dependents, FTE-related accruals, deferred comp, garnishments, union dues etc.); determine effective dates, and assign related system codes. • Accurately input data into computerized system: personnel actions, benefits, deductions, position-related information, etc. • Ensures sick, vacation, PTO, floating holiday, holiday and comp leave usage is accounted for accurately. • Reviews adjustments for insurances, accruals and garnishments to ensure accuracy. 	90%

	<ul style="list-style-type: none"> • Close and balance end of pay period. Run and review reports to insure that all payroll records are in balance. • Ensures the state and federal tax deposits are made timely to avoid penalties. • Balance and reconcile deductions and benefits for payment by A/P • Train departmental timekeepers and payroll contacts in payroll methods and procedures. Train timekeepers on timesheet entry into payroll software. • Participate in pay and benefit related research/calculations generating required reports relating to labor negotiations and/or the budget process. • Provides input on collective bargaining proposals that will affect payroll. • Create routine and custom pay reports. • Transmit payroll related data to appropriate agencies and providers. • Trouble shoot issues that may arise periodically related to payroll processing errors or system problems, and recommend and implement internal controls as needed to ensure ongoing accuracy of county payroll. 	
2	<p>MFA: Benefit & Deduction Payment Processing</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Process PERS and other benefit enrollment, not including health insurance enrollment. • Track and monitor employee service eligibility for PERS, deferred compensation, etc. • Manage payroll payments and/or employee records that must either be paid or maintained through an assortment of public and private web based sites. 	10%
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

<p>2 years college coursework in accounting or business Knowledge of state and federal wage and hour laws Intermediate Excel 3 years experience payroll administration in similar size organization, including experience working with payroll and human resource information management systems</p>

Physical Requirements: Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.