



COUNTY OF NYE

CLASS TITLE: PAYROLL SPECIALIST

BASIC FUNCTION:

Under general supervision, perform specialized work in connection with payroll and payroll reporting procedures and perform a variety of special projects related to payroll; maintain the integrity of the payroll process and computer system. May perform a variety of general clerical duties including typing, computer input and maintaining files and records.

REPRESENTATIVE DUTIES:

(Performance of these functions is the reason the job exists.

Assigned job tasks/duties are not limited to the representative duties).

1. Review and verify incoming source documents for accuracy and completeness, ensuring compliance with appropriate collective bargaining agreements and/or county ordinances/policies and federal and state labor laws for new hires, rehires, terminations and transfers.
2. Review and verify additional data submitted to the payroll system from various sources; incorporate the information in item 1 above, runs "hours proof" report, audits the accuracy of the report and makes corrections as necessary.
3. Generates various reports to audit and balance the biweekly payroll.
4. Prepares for processing payments associated with all deductions for the payroll tax deposits.
5. Calculate and process final pay due to employee separating or retro pay due to change in employee salary.
6. Review and process leave accruals to ensure compliance with the collective bargaining agreements, codes, laws and/or county ordinances and/or policies. Prepare and process necessary changes and/or payments on the basis of the preceding review.
7. Prepare and distribute payroll notifications to employees when needed.

Assist HR Generalist with required reporting documentation related to payroll matters, such as Employment Security and Retirement reports, and IRS forms 941, and W-2's.

Knowledge of & Ability to:

Operations, services and activities of an automated payroll program; Principles and practices of fiscal record keeping and reporting; Clerical bookkeeping and accounting methods and techniques and methods; Basic principles and procedures of accounts payable and receivable; Principles of arithmetic; Modern office methods, procedures and computer equipment. Learn federal and state payroll laws and regulations; Learn County policies and procedures related to payroll processing.; Investigate payroll problems and recommend solutions; Operate a variety of computer equipment, including word processing and spreadsheet software; Understand, interpret and communicate payroll policies,

procedures, rules and regulations; Maintain a variety of financial records and files; Perform varied clerical accounting procedures; Perform routine clerical work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from high school or equivalent to a G.E.D. or high school proficiency exam and two years of increasingly responsible accounting experience in a computerized environment, which includes a minimum of one year of payroll experience. Experience with payroll software is required.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Department head, department managers, elected officials, employees, vendors and general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment including use of standard office equipment, vision to read printed materials; hearing and speech to communicate in person or over telephone

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.