



## COUNTY OF NYE

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### **CLASS TITLE: PAYROLL ADMINISTRATOR**

#### **BASIC FUNCTION:**

Oversees payroll reporting procedures and performs a variety of special projects related to payroll and labor negotiations. **This position is classified as “confidential” under NRS 288.**

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. In the absence of the Payroll Specialist performs all duties of the position.
2. Provides direction to employees on proper coding and time reporting.
3. Costing of proposals for labor negotiations, attends labor negotiations as needed, drafting and editing of proposal, participate in labor strategy meetings as needed or required.
4. Verifies the accuracy and processes payments associated with all deductions for the payroll tax deposits as needed or in the absence of the HR Generalist.
5. Interprets and enforces a variety of labor contracts and labor laws relating to payroll, seeking assistance from Director or Generalist as needed.
6. Update all schedules and pay periods for the next calendar year.
7. Annually assist with the workers compensation audit, PERS audit, and any other payroll related audit providing necessary reporting as needed and directed.

#### **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; 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

HRIS software or other related 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.