



JOB DESCRIPTION

JOB TITLE: Payroll Administrator

JOB CODE: 2940

DEPARTMENT: Administrative Services/Comptroller

FLSA STATUS: Exempt

REPORTS TO: Accounting Operations Supervisor

SUMMARY OF JOB PURPOSE

Administers employee payroll and personnel transaction records and files for the County; assures accuracy of the payroll functions.

ESSENTIAL FUNCTIONS

1. Provides answers to incoming questions from department heads, managers, and employees relating to payroll; researches answers relating to tax laws, benefits, insurance, retirement, etc.
2. Verifies accuracy of computer data input on payroll-related information; reviews information for compliance with contractual agreements, IRS laws, and FLSA laws, State of Nevada revised statutes, Federal laws and County policy, procedures, and ordinances.
3. Inputs and balances time sheets for all departments; examines records for accuracy and adherence to guidelines; maintains individual employee files; edits or accuracy throughout the payroll process from time sheet entry through general ledger posting; reconciles and processes Section 125 Flex Plan payments; produces pay period, weekly, monthly, quarterly, and yearly reports; prepares checks and reports for distribution.
4. Balances all monies for involuntary and voluntary deductions and prepares claims for A/P to remit monies to various vendors; calculates payroll taxes for bi-weekly payment and transmittal; transfers funds for direct deposit, retirement plans, and HSA contributions.
5. Calculates gross pay adjustments, pro-rated leave, termination pay, child support, garnishments, and IRS levy withholdings; run time cards and attendance reports for all employees from computer system and distributes to appropriate personnel.
6. Reconciles, balances, and prepares claims for medical, dental, vision, life, and supplemental insurance on a monthly basis; verifies COBRA payments, outside district and retiree payments; reconciles, balances, and prepares claims and transfers for PERS retirement for Douglas County, Judicial and Mosquito District contributions on a monthly basis.
7. Reconciles and compiles all quarterly reports for 941 reporting, State unemployment transfer and Worker's Compensation report and annual audit; calculates all annual reports for IRS reporting and transmittals; verifies all information for annual W-2's and process within IRS timeframe.
8. Responsible for closing calendar and fiscal year within the payroll system, verifying and ensuring that all data changes over accurately; ensures all year-end processing is completed accurately and within required timeframe; administers annual administrative leave update and resets hours; administers the vacation and sick leave annual buy-back program, ensuring accuracy and verifying annual vacation and sick hour reset.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Monitors new contractual information for associations and towns for accuracy and adherence; assists management with employee negotiations relating to wage, time, and benefit related issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates Degree in Business, Accounting, or closely related field plus four (4) years of payroll accounting experience, or equivalent combination of education and experience. A Bachelor's Degree in Business, Accounting, or other closely related field, certification as a payroll professional, working knowledge of health insurance, the Public Employee's Retirement System (PERS), and worker's compensation preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental principles and techniques of payroll accounting; applicable State and Federal ordinances, policies, and procedures; principles of record keeping and records management, as well as County policies and procedures.

Ability to correct and update payroll and accounting information records; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems; intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

Skills in reading, interpreting, understanding and applying payroll accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; maintaining accurate and interrelated financial records, and identifying and reconciling errors; effective oral and written communication; establishing and maintaining effective working relations with co-workers.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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