

## **PAYROLL SPECIALIST I**

### **DEFINITION**

Under direction, maintains and processes payroll records and reports for accounting of salary/wages, accruals, deductions and other payroll functions.

### **DISTINGUISHING CHARACTERISTICS**

This classification combines basic and technical responsibilities of the payroll functions for the County.

### **REPORTS TO**

Assistant Auditor-Controller, Auditor-Controller.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Prepares and maintains various payroll records such as pay schedules, deductions, automatic bank deposit authorizations, payroll journals and ledgers; makes required adjustments through established procedure; prepares time sheets for payroll reporting; processes the time sheets and creates the payroll checks and reports; submits vouchers for payment of the distribution of payroll deductions; operates a variety of general office equipment such as typewriters, calculators, copiers and data base terminals to access payroll information; is responsible for monthly journal charges for payroll and non payroll; reconciles the County cash accounts with the County Treasurer; is responsible for the reconciliation of outstanding warrants.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **PAYROLL SPECIALIST I**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and other department employees; phone contact with outside government agencies.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Skills and Abilities:

- Knowledge of payroll principles, practices, regulations and procedures.
- Knowledge of Public Employees Retirement System regulations.
- Knowledge of accounting practices and procedures.
- Skill in evaluating and analyzing technical payroll activities.
- Skill in preparing detailed reports.
- Skill in performing detailed computations.
- Ability to effectively communicate.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two to three years of responsible office and administrative support experience in a local government payroll office.

Special Requirements: None.