

PAYROLL SPECIALIST II

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. Makes independent judgments within established limits.

REPORTS TO

Assistant Auditor-Controller, Auditor-Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

Acts as a lead to Payroll Specialist I

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; compiles quarterly and year end tax and payroll reports for both internal and external purposes; submits to Auditor for review; submits vouchers for payment of the distribution of payroll deductions; is responsible for controlling pay and benefits for all bargaining units within the County; consults with Administrative Director to discuss, research, evaluate and resolve routine salary and wage problems such as improper deductions and accruals; refers more difficult problems or those requiring decision making outside of limits to Auditor; establishes and maintains deduction tables, tax tables and all related payroll calculations; 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.

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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:

Five (5) years of responsible office and administrative support experience in a local government payroll office.

Special Requirements: None.