

## **PAYROLL ANALYST**

### **JOB PURPOSE AND SUMMARY**

This is highly responsible computerized payroll accounting work performed for various departments within Clark County. The position deals with sensitive and confidential information.

Supervision and direction are received from an administrative superior.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Maintains a payroll system for all divisions of a Department.
- Prepares payroll reports as required for local, state and federal agencies.
- Maintains liaison with Personnel Office to insure compliance with labor agreements, codes and Personnel Manual.
- Prepares position requisitions for approval by Personnel, division and department heads for vacant positions.
- Coordinates with Personnel concerning labor, codes and Personnel Manual issues that relate to compensation.
- Maintains the Department's personnel files.
- Reconciles Payroll Register to payroll warrants prior to releasing warrants.
- Communicates with all divisions concerning the procedures for handling and processing payroll data.
- Controls daily time reporting.

### **QUALIFICATIONS**

- Completion of college level course in principles of accounting.
- Two years experience with computerized payroll accounting.

**- OR -**

- Additional relevant work experience may substitute for post-secondary educational training.

**Knowledge of....**principles and practices of double entry accounting; labor agreements, the Clark County Code, Personnel Manual, PERS regulations, and Federal tax guidelines.

**Ability to....**express ideas clearly and concisely, orally and in writing; maintain confidentiality of information; establish and maintain effective working relationships with County employees, personnel of other agencies and auditors; code, input, extract, gather and analyze computer data for information, reports and processing.

Revised: 04-90

Office use: 6/22/00