

PAYROLL ASSISTANT

GENERAL RESPONSIBILITIES

Assist the Payroll Manager in the efficient operation of processing payroll. Performs duties related to payroll operations, including recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls, in accordance with Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Review and analyze payroll data and reports for accuracy, and resolve discrepancies to ensure accurate posting to payroll records
2. Manage the printing and distribution of timecards and leave status reports
3. Compile and direct timecard data, calculate pay adjustments and key data into payroll system
4. Prepare, process, and track wage garnishments and child support orders
5. Compile reports as required by management and government agencies
6. Oversee employee exemption certificates, direct deposit and other deductions to update payroll records
7. Prepare and process electronic transmission of payroll data such as pension, retirement, insurance and credit union payments
8. Process and maintain records of employee leave status
9. Maintain filing system for payroll and related records
10. Prepare and direct processing of vouchers and deductions
11. Assist in the coordination and interaction with federal, state and other agencies on issues pertaining to employee compensation or mandatory deductions
12. Perform duties of Payroll Manager in Payroll Manager's absence
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Four years computerized payroll processing experience *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of payroll laws and regulations
2. Read and interpret documents and reports
3. Write routine reports and correspondence
4. Maintain accurate and organized records

5. Speak to customers or employees of organization
6. Calculates figures and amounts using a 10-Key calculator
7. Ability to assume responsibility for assignments and to perform them in accordance with minimal supervision
8. Deal with problems involving several variables in standardized situations
9. Use computer software programs and/or other applications