

LINN COUNTY CLASSIFICATION

TITLE: PAYROLL SPECIALIST
NUMBER: 023
PAY RANGE: 14
CATEGORY: SEIU

APPROVAL ORDER NUMBER: 2024-367
DATE: OCTOBER 15, 2024

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as the County's Payroll Specialist to process monthly payroll and maintain all related records, preparation of reports, data preparation/entry and monitoring for errors. Performs moderately complex payroll and accounting functions with considerable independence.

SUPERVISION RECEIVED: Works under the supervision of the HR/Payroll Manager who outlines general objectives, assigns work and reviews for accuracy and conformance to departmental policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of a person in this position. A person in this classification may serve as a lead worker and assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare and process payroll information for new hires and terminations. Responsible for initial set-up and maintenance of all employee master file records to reflect changes in employee status, payments or deductions. Maintain employee benefit records including insurance and retirement records and make adjustments when necessary to reflect changes for employees.
2. Answer orders and notify employee of new judgments and garnishments as soon as orders are received. Calculate disposable earnings to determine amounts withheld to satisfy judgments of garnishments and child and spousal support orders to withhold from employee and remit to the proper court and/or agent.
3. Receive, edit, adjust and process payroll information pursuant to County Policy, multiple Collective Bargaining Agreements and generally accepted accounting principles. Gather payroll data from each department and enter data on the master payroll. Compile and input accurate payroll information into computer, verify for accuracy, balance payroll and process and distribute payroll checks.
4. Compute employer contributions and employee deductions, ensure distributed to appropriate general ledger accounts and prepare necessary reports to interested parties. Resolve problems relating to payroll and benefits' processing. Review, reconcile and prepare claim blanks for all payroll contributions and deductions for payment.

5. Maintain accurate payroll records and prepare necessary periodic reports monthly, quarterly and annually in accordance with State and Federal regulations. Prepare transfers and electronic filing of payment documents required for direct deposit, payroll taxes, fringe benefits and payroll deductions. Balance the general ledger for payroll accounts monthly.
6. Schedule time monthly to meet deadlines and research employee or department payroll questions and provide training to departments relating to payroll systems and procedures.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of accounting principles and practices particularly as they relate to payroll as applied within government organizations. Detailed knowledge of complex financial management software systems specifically payroll and general ledger processes. Ability to use standard office equipment; enter information into a computer database for adequate recordkeeping; ability to type quickly and accurately; possess strong attention to detail; ability to compile statistical data and prepare necessary reports; ability to make involved and varied mathematical computations rapidly and accurately; ability to communicate effectively, both in writing and orally; ability to establish and maintain harmonious working relationships with fellow employees, supervisors, other County personnel and vendors.

EXPERIENCE, EDUCATION AND TRAINING: Four years of responsible office experience to include at least two years of payroll work. A Bachelor's Degree in Accounting or related field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office environment and requires the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to finger, handle or operate objects, tools and controls; reach with hands and arms and lift or move thirty (30) pounds.