PAYROLL SPECIALIST I

DEFINITION OF WORK

Under general supervision, positions reconcile and execute the process for Cumberland County's bi-weekly payroll. Work involves performing complex tasks in the areas of payroll compensation and calculation, benefits calculations and compilation, accounting principles and record keeping. Work requires an understanding of government formulas and rules. Employees produce a wide variety of correspondence; coordinate diverse work processes; perform financial tracking; audit accounts and collections; and store data. Employees review and enter time sheet information, employee deductions and changes into the payroll system, and submit payments for various taxes. Positions report to the Deputy Finance Director and may perform related work as required.

EXAMPLES OF WORK

Biweekly Payroll responsibilities include inputting a variety of information into AMS Advantage System related to employee hires, terminations and various benefit entitlements, and reviewing and verifying data entered by Human Resources and Risk Management personnel; maintaining and updating records of various types of transactions, such as tax withholding, deferred compensation, direct deposit, military leave, workers' comp, and leave without pay; computing cost, adjusting balances and reconciling figures to ensure accuracy of data. Work involves compiling and keying time sheets; computing annual leave payouts; transferring sick leave (sometimes annual leave) balances to outside agencies; verifying ACH transmissions; and reconciling and submitting payments for garnishments, child support, and tax liens per statutory guidelines. Employees coordinate with Information Services to process Bi-weekly Payroll and receive reports; distribute reports to external departments; sort, document, and disburse payroll checks and direct deposit slips; transfer payroll information to Financial System (A/P) to receive checks for vendors; verify check amounts from A/P, and distribute or mail checks to vendors; and provide information to employees, supervisors and outside agencies by referring to policies, rules and regulations or by researching and interpreting data after careful analysis of several facts. Employees also assist in the administration of the County's pay for Department of Social Services Retention and Recruitment Supplemental Pay, Law Enforcement Officer Supplemental Pay, K-9 allowances, per diems, on-call doctors, and retroactive payments; and reconcile reports from payroll run. Responsibilities also involve determining employees on leave without pay, posting to a spread sheet, conferring with Benefits Coordinator regarding amount owed and their departments regarding the amount of money employee needs to send payroll for continuation of benefits, and tracking them until they return to work; analyzing and auditing department time sheets and conferring with departments when discrepancies are found; and designating employees inactive in HR system upon termination from employment and notifying different agencies of employees with garnishments, 401K and retirement. Employees verify and complete wage verifications for an assortment of requests (e.g., child support, worker's comp, IRS garnishments, school loan garnishments, mortgage loans); receive and receipt insurance payments from retirees; reconcile Cash Receipt Journal at end of the month and give information to Accounts Receivable; receive and date stamp Personnel Action forms from Human Resource; inspect and input data for Shared Leave for all departments; store payroll data to reduce levels of printing reports to save paper; maintain and compile files for storage; reset locked-out users in AMS Advantage security; assist higher level payroll specialists in preparing data for retirement, federal and state reporting as needed; update forms and schedules with current information (i.e., holiday, pay schedules, auto allowances, deputies at the detention center, LEO supplements, banks for direct deposits and LEO end of 28 day cycle); enter United Way contribution forms annually; and monitor Payroll Newsletter to keep abreast of

changes in laws that affect payroll.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's Degree with course work emphasis in accounting and two (2) years previous experience and/or training involving the preparation and processing of high volume payroll or other fiscal documents and transactions; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Work requires a working knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Payroll Specialist; principles and practices of payroll work, to include the receipt, review and processing of payroll related documents, the preparation of payroll and related records, reports, and activities; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; and the organization of the department, and of related departments and agencies. Employees must have the ability to establish and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Requires drug screen test and receipt of negative results for the use of drugs specified in the county policy. Some positions in this classification may require a valid North Carolina driver's license.

ADA REQUIREMENTS

Work is performed in a separate section within the Finance Department with cubicle style office space. Work requires the ability to perform coordinated movements for the purpose of operating a wide range of office equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Task involve the ability to exert light to heavy physical effort, but may involve some pulling, carrying, pushing, and/or lifting of objects and materials of weights from 10 – 30 pounds. Tasks may involve extended periods of time at a keyboard or work station.