

PAYROLL SPECIALIST II

DEFINITION OF WORK

Under limited supervision, positions prepare, process and record bi-weekly payrolls and prepare reports. Employees assure compliance with Federal and State requirements to include payments and timely remittances; analyze and interpret payroll data and complete financial reports from this data; prepare and reconcile spread sheets tracking tax withholdings for remittance of monthly, quarterly and annual reports and/or jobs; maintain security for AMS Advantage HR; and assist in assessing, evaluating, and resolving all types of issues regarding payroll under direction of the Deputy Finance Director. Positions perform related work as required.

EXAMPLES OF WORK

Employees must be able to perform all of the biweekly payroll responsibilities associated with Payroll Specialist I positions, assist in the timely processing of bi-weekly payroll, examine and review any necessary changes before and after payroll is processed, and coordinate, plan, and implement strategy for early paydays. The majority of the time is spent performing the more complex payroll reporting work by preparing spreadsheet reconciling biweekly payroll through review of various system generated reports by individual employer ID's; using reports from AMS Advantage to capture, review and validate wages to prepare Federal 941, State NC5Q, Employment Security Commission NCUI, and W-2's per statutory guidelines and keeping abreast of new tax laws and implementing changes and updates; and reconciling payroll activities to the General Ledger, verifying and requesting payments from Accounts Payable. Employees compute cost, adjust balances and reconcile figures monthly to ensure accuracy of data for preparation of NC Local Government Retirement report; transmit retirement benefits data to Retirement system for active employees and retired employees that return to work for the county; complete Journal Vouchers for payroll transactions to record wire transfers; resolve payroll problems by compiling data, applying policies and exercising analytical skills; and develop payroll procedures and communicate these procedures to outside departments. Employees also review and reconcile quarterly reports at year-end to system generated W-2 reports; resolve discrepancies and coordinate generation of W-2 for 3 County ID's and distribute to employees; and ensure electronic files are submitted as required.

Other responsibilities that distinguish this position from Payroll Specialist I positions include administering security for HR to new users, resetting locked-out users and deleting terminated users per a Termination List from Information Services; planning, organizing and scheduling training on AMS Advantage HR system; updating tables in AMS Advantage monthly, quarterly and annually; entering a variety of information into AMS Advantage System to create new leave categories, pay categories, and employer fringes; and working with Information Services to discuss, evaluate and resolve issues with Advantage. Employees also administer county's pay for longevity, retention payments, and clothing allowance; perform Stop Payments and Reversals of ACH; provide support to internal and external auditors for various questions; and maintain and update records for various types of transactions, such as tax withholding, deferred compensation and direct deposit. Work assignments include providing information to employees, supervisors, outside agencies or other personnel by referring to policies, rules and regulations or by researching files for information; and determining record and retention obligations for payroll record.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's Degree with course work emphasis in accounting and four (4) years previous experience and/or training involving the oversight for preparation, processing and reconciliation of a high volume payroll and other fiscal documents and transactions; or an equivalent combination of education and experience. Previous supervisory experience is preferred.

Knowledge, Skills, and Abilities:

Work requires considerable knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Payroll Specialist II; principles and practices of payroll work, to include receipt, review and processing of payroll related documents, the preparation of payroll and related records, reports and activities, and supervising staff; and the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Work requires a working knowledge of the organization of the department, and of related departments and agencies; and a basic knowledge of supervisory practices and skills relative to communication, delegating work assignments, and evaluating performance. 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 an office setting. 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.