

## PAYROLL/HR CLERK

### **Job Summary:**

Under guidelines set by policy of the County Commission, the Payroll /HR Clerk executes the county's payroll, maintains records and prepares reports for county funds, coordinates employee benefits and tax withholding, does all of the payroll deposits, issues checks, ensures time reports are completed correctly and performs all duties of the payroll/HR office as needed. The Payroll /HR Clerk also assists the County Commission office with answering phones, ordering supplies and help with county elections. Work is performed with a moderate to high degree of latitude for the exercise of independent judgment and action. Problems encountered are routine to highly complex in nature. Employee must practice attention to detail.

### **Examples of work:**

1. Prepare and print county payroll checks
2. Prepare, audit, and process payroll deductions
3. Prepare reports for Worker's Compensation and unemployment compensation reports
4. Prepare monthly and quarterly reports
5. Answer insurance and retirement questions
6. Maintain mileage records and spreadsheets
7. Assist in the County Administration Office as needed
8. Perform other duties as required

### **Qualifications:**

Education, Certification and Experience: high school diploma or equivalent, with specialized courses in accounting, bookkeeping, and computers; one to three years in office setting requiring accounting, payroll, and computer usage.

Knowledge, Skills and Abilities: Knowledge of computers, accounting, tax requirements and regulations, insurance, office equipment, must possess good written and oral communication skills, good math and organizational skill, must pay attention to detail, and must be able to work with the public.

### **Work Environment:**

Employee works in office conditions and must work additional hours during elections and when providing payroll for special events.