

Job Description: Payroll Coordinator

Class No. 504

Position No.

Pay Group:

Department:

EEOC Category:

FLSA:

Treasurer's Office

Administrative Support

Non-exempt

SUMMARY OF POSITION

The Payroll Coordinator assists the Payroll Specialist with the administration of the day-to-day operations of the payroll functions and duties. The Payroll Coordinator carries out responsibilities in some or all of the following functional areas: payroll entry and processing, payroll records retention, and payroll reporting.

This position is responsible for reviewing records, resolving problems, and overseeing proper maintenance of employee payroll records.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the County Treasurer. This is a non-supervisory position that has frequent contact with department heads, outside representatives, county employees, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

- Assist the Payroll Specialist in developing and implementing of services, policies and programs through the Treasurer's Department to help with the effective and timely processing of payroll for County employees as well as the development of the department. Assists Elected Officials, Department Heads and employees with payroll issues. Assisting with employee relations and communication.
- Entry of all new employee information in preparation for the payroll process. (Kronos, Esuites, W-4, Cell Phone, Certifications...)
- Maintaining employee files in the payroll system.
- Timely and accurate payroll entry and processing on a bi-weekly basis as well as maintaining the retention for payroll records.
- Be able to create and distribute bi-weekly, monthly, quarterly and annual reports associated with the payroll function.
- Reconciliation of the Employee Benefit Account to the Payroll Liability Lines.
- Disbursement of Accounts Payable Checks for Payroll Vendors
- Verify all one-time change forms from Human Resources.
- Verify Employee Change Notice Forms submitted through Formsite
- Track employees out on County paid Short Term Disability for Payroll Purposes
- Prepare payroll Journals
- File checks and documents as necessary as well as copy documents.
- Verify deposits (cash & checks) on 10-Key adding machine.

- Answer telephone and deal with public congenially.
- Scan/Fax documents
- Preparing mail and retrieving mail from mailbox at Justice Center and/or Court House.
- Complies with County HIPAA Policies regarding related documents.
- Prepares reports, memos and correspondence related to payroll
- Performs other duties as assigned within the scope of responsibility and requirements of the job.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis. Employee must be hardworking dependable, and professional.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent (GED). College degree is preferred; or equivalent combination of education, experience and/or training. Two years of payroll calculation experience; or, four years of accounting, clerical, bookkeeping, or closely related experience. Business and financial experience a plus; excellent manners in person and on phone; reliable and dependable.

PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk climb or balance, and stoop, kneel, crouch or crawl. The employee is occasionally required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

EXPERIENCE, SKILLS, AND ABILITIES

Requires general knowledge of county personnel policies, payroll policies and procedures, governmental accounting procedures, and IRS regulations and standard office practices and procedures. Knowledge of Texas Labor Laws, Fair Labor Standards Act. This entry-level position requires office experience, plus knowledge of a calculator, Microsoft Word, and extensive knowledge of Microsoft Excel. Employee must have the ability to establish and maintain effective working relationships with other county employees, co-workers and the general public and to interact tactfully with citizens in stressful situations.

Skills and ability to interpret policies, regulations, and procedures, and communicate this information clearly and accurately; operate a variety of office machines, including calculator; copy machine, fax machine, and computer, collect and analyze information; maintain accurate files and records; demonstrate proficiency in both oral and written communication; understand and follow instructions; establish and maintain effective working relationships with county employees, outside organizations, and the general public.

Require the ability to understand or apply laws, regulations and policies to the maintenance of financial records and able to verify documents and forms for accuracy and completeness. Employee must be able to perform multiple tasks while maintaining accuracy and critical attention to detail, and exercise independent judgment as well as computer skills.

CERTIFICATES AND LICENSES

This employee must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.