

JOB DESCRIPTION

TITLE: DEPUTY AUDITOR PAYROLL/BENEFITS

DEPARTMENT: Clerk-Auditor-Payroll

DATE: March 2024

BASIC FUNCTION

Responsible for a variety of financial duties and duties related to benefits administration. It includes the processing of the County's bi-weekly payroll and maintaining all County employee personnel files.

MAJOR DUTIES:

Payroll – Related

- Processing the bi-weekly payroll for all County departments, including the review of timecards for accuracy. Calculate all withholdings and other deductions from gross payroll. Responsible for the administrative process associated with payroll vendors and government agencies. Maintain logs of vacation, sick, and compensated absence time and provide the reports to elected officials and department heads on a timely basis.
- Responsible for the scanning and filing of all personnel documents which are used for payroll that consist of any changes the employee or supervisor has made. Responsible for submitting such forms, in a timely manner, to the correct agencies.
- Prepare and reconcile all retirement reports, payments and credits to the Public Employee Retirement System (PERSI).
- Prepare and reconcile all health insurance reports, payments and credits to the GEM Plan.
- Prepare bi-weekly, monthly, quarterly, and annual reports, forms and payments to the State and Federal agencies.
- Perform new hire orientation.
- Communicate with all employees, on a timely basis, any upcoming changes in benefits or deductions.
- Assist in the administration of unemployment claims and associated insurance tasks.
- Responsible for maintaining employee information electronically. Responsible for assisting the elected Clerk with the risk management process. This includes initial point of contact for all workers' compensation and assistance with the administration of safety programs. (Deputy Administrator handles liability insurance claims).

Financial:

- Prepare spreadsheets used in the development of the County's department payroll budget.
- Financial projects, as requested by the elected County Clerk.

Additional Duties:

- Backup to Deputy Recorder/Front Counter Services: recording, phone system, passport applications, and other communications with the public.

REPORTING RELATIONSHIPS: Position reports to the County Clerk.

QUALIFICATIONS: Comprehensive knowledge and application of Microsoft Office products: Excel, Word, and Outlook. Must be able to think analytically and independently with good organizational skills. Basic knowledge of payroll law (i.e. Family Medical Leave Act-FMLA, Fair Labor Standards Act-FLSA) is helpful. The position requires a professional attitude and a focus on customer service.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.