

JOB DESCRIPTION

TITLE: DEPUTY CLERK PAYROLL/HUMAN RESOURCES ADMINISTRATOR/AUDITOR

DEPARTMENT: Clerk-Auditor-Payroll

DATE: January 2024

BASIC FUNCTION

Responsible for a variety of financial duties and duties related to personnel. This 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.
- 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 bi-weekly, monthly, quarterly, and annual reports, forms and payments to the State and Federal agencies.

Personnel-Related

- Develop effective working relationship with other county departments, state and federal agencies, and other organizations. Prepare and submit reports as required by the various agencies.
- Coordinate with department managers to provide assistance with the hiring process. Perform new hire orientation and assist with exit interviews, for those leaving employment with the County.
- 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).
- Maintain job description file for all employees, by department.

Financial:

- Prepare spreadsheets used in the preparation of the County's payroll budget.
- Payroll related financial projects, as requested by the elected Clerk or Deputy Auditor.

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 County Clerk.

QUALIFICATIONS: Must have strong communication skills and be able to work effectively with elected officials, fellow employees, and the general public. 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.