

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Payroll Specialist
Department:	Finance/Human Resources
Reports To:	Finance Director/Treasurer
FLSA Status:	Non-Exempt, Hourly
Employment Status:	Full Time – 80 hours Bi-weekly
Pay Grade:	4

SUMMARY:

The Payroll Specialist coordinates the payroll function for the Fiscal Court and the Detention Center, and ensures compliance with federal, state, and local laws.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Receives and verifies timesheets and other payroll data from departments in order to process biweekly payroll in accordance with union contracts and applicable policies and procedures;
- Monitors and analyzes payroll codes, calculates garnishments, makes adjustments, resolves discrepancies and enters updated information prior to payroll closing;
- Enters, extracts and updates payroll and accounting information in the human resources information system (HRIS) using various computer programs and reporting tools;
- Creates new employee files and updates existing files in HRIS and KPPA systems;
- Maintains accurate employee payroll files and complex payroll records;
- Creates and runs ad hoc reports using HRIS reporting software or other applicable programs;
- Reconciles monthly Kentucky Public Pensions Authority (KPPA) retirement reporting, and BLS reporting;
- Run queries and design reports to assist management;
- Prepares estimated and actual workers' compensation reports and wage statements for injured employees;
- Responds to inquiries from employees and managers to resolve problems and clarify payroll policies;
- Assists with the evaluation and development of policies and procedures as they relate to timekeeping and payroll;
- Ensures compliance with federal, state, and local laws and rules pertaining to payroll;
- Participates in the formulation, development and system testing of payroll program updates resulting from revised policies, interpretations and/or labor/management directives;
- Participates in HRIS system evaluations, implementations and data migrations;
- Performs related clerical duties and assists with special projects as needed; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of payroll systems, accounting, budgeting, and office practices and procedures;
- Ability to interact tactfully and courteously with internal customers and to establish and maintain effective working relationships with managers and peers;
- Ability to make decisions, to work effectively on a daily basis with limited supervision, and to organize work tasks independently to meet strict deadlines;
- Willing to work a flexible schedule when payroll processing is impacted by holiday or banking closures;
- Willingness and ability to maintain strict confidentiality;
- Ability to collect, interpret, and draw valid conclusions from institutional data;

- Excellent communication and interpersonal skills (i.e. ability to refer sensitive inquiries or issues to Finance Director, Financial Systems Analyst, or Human Resources Director and to present information to other employees and directors of the organization as required);
- Ability to add, subtract, multiply, and divide and to compute rate, ratio, and percent as needed;
- Intermediate computer skills including database, spreadsheet, and Microsoft Office experience ;
- Ability to design and use spreadsheet applications with proficiency;
- Ability to maintain accurate physical and electronic records and pay close attention to detail;
- Ability to prepare reports, recommendations, informational summaries, memorandums, letters or other required documents; and
- Ability to interpret a variety of instructions, correspondence, and reports.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and three to five years of related payroll experience using ADP Workforce Now or similar HRIS, with a thorough knowledge of payroll practices, laws and procedures; or equivalent combinations of education, certification and experience. An associate degree or higher in accounting, business administration, finance or a related field from an accredited college or technical school is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date