

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Payroll & Benefit Analyst
<b>Department:</b>	Finance/Human Resources
<b>Reports To:</b>	Finance Director/HR Director
<b>FLSA Status:</b>	Exempt, Salary
<b>Employment Status:</b>	Full Time – 80 hours Bi-weekly
<b>Pay Grade:</b>	6

**SUMMARY:**

Under general supervision of the Finance Director/Treasurer and in consultation with the HR Director, the Payroll & Benefit Analyst performs advanced level transactional payroll and benefit accounting tasks and exercises independent judgement over non-routine and complex payroll, benefit and accounting issues. The Payroll & Benefit Analyst applies advanced accounting, benefits and payroll practices and controls to ensure the timely and accurate recording of payroll, statutory tax and benefit expenses and related G/L account reconciliations and regulatory compliance. Also performs analysis of financial, benefits, and human resources information and processes.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but is not limited to:

- Enters, extracts and updates payroll and accounting information in the payroll/HRIS system using various computer programs and reporting tools;
- Assists with review of payroll records to ensure compliance with applicable state and federal wage and hours laws, payroll tax, etc.
- Works closely with HR to ensure accuracy of employee benefits and health insurance deductions;
- Creates and runs ad hoc reports using payroll/HRIS reporting software or other applicable programs;
- Reconciles monthly benefits invoices, Kentucky Retirement System (KRS) retirement reporting and BLS reporting;
- Creates and uploads files for benefits invoices to financial system to generate accounts payable transactions;
- Administers payroll aspects related to grant programs (reviews the Highway Safety Grant paperwork, runs emergency management grant reports, prepares labor rates for grant applications and prepares quarterly/annual reports for VOCA, CDBG, CARES/FEMA PA grant programs);
- Maintains payroll and benefit management reports and serves as the go-to person to design and pull reports needed by the Finance and HR Directors such as annual census updates for insurance rates, tax reporting, and workers compensation estimates;
- Prepares payroll and benefit accruals for the annual audit and assists with payroll and benefit budgeting;
- Manages the election worker process to ensure workers are paid in accordance with applicable regulations;
- Assists with the preparation of invoices for the School Resource Officer program, Campbell County Dispatch, Cable Board and other intergovernmental payroll/benefits billing; tracks COBRA payments;
- Serves as the back-up System Administrator for the countywide payroll/HR/Time information system;
- Performs payroll and employee benefits reconciliations to resolve outstanding issues on a monthly basis such as billing and employee deduction discrepancies; performs periodic review and reconciliation of accounts such as flexible spending accounts and health savings accounts;
- Assists with all aspects of employee benefit administration and annual open enrollment for insurance and other benefits including preparing census reports, analyzing elections, deductions and EDI reports and processing enrollments;
- Tracks various employee and benchmark data and maintains accurate and up to date records and responds to benefits and compensation surveys;

- Works with HR, Financial and/or Technology teams to lead system projects, including system releases/upgrades, improvement packages, and process improvement through automation and redesign;
- Coordinates and serves on the organization-wide safety committee; Assists with reporting related to worker compensation, OSHA recordkeeping and reporting, and unemployment compensation;
- Performs other related duties and assists with special projects as needed; and
- Serves as the primary back up for the payroll function, assumes duties/responsibilities of coworkers and performs other duties as assigned.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Advanced level payroll and benefit accounting experience required;
- Knowledge of payroll systems, accounting, budgeting, and office practices and procedures;
- Knowledge of Electronic Data Interchange (EDI) communication methods for exchanging data via electronic means;
- Advanced current knowledge of Payroll processing and HRIS system;
- Attention to detail and strong organizational skills;
- 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;
- Willingness and ability to maintain strict confidentiality;
- Advanced computer skills including database, spreadsheet, and Microsoft Office experience;
- Ability to collect, interpret, and draw valid conclusions from institutional data and to prepare reports; and
- Ability to read, analyze, and interpret a variety of complex and technical information, instructions, policies, procedures, government regulations, financial reports, and legal documents.

**EDUCATION AND EXPERIENCE:**

Bachelor’s degree in Accounting or related field plus five years of payroll and benefits experience using an HRIS system with a thorough knowledge of payroll and benefits practices and procedures; and/or equivalent combinations of education and experience. Direct experience with ADP Workforce Now Payroll and HRIS system 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 positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature Date

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Supervisor Signature Date