



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### **PAYROLL SPECIALIST**

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION OF WORK:**

Performs difficult paraprofessional work preparing and maintaining employee payroll and related records and files; does related work as required. Work is performed under the regular supervision of the Payroll Supervisor and the Director of Finance.

This is sedentary work requiring the exertion of up to 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

##### **Preparing and processing personnel and payroll records and files; preparing, maintaining and submitting various personnel related reports and documents.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Maintains secondary personnel records on each employee;

Maintains employee annual leave, sick leave and other related records;

Maintains and updates records on insurance (group, worker's compensation, etc.);

Assists in preparation of employee payroll; verifies, calculates and prepares time records and pay checks; prepares time sheets for employee use;

Maintains the electronic time sheet system and makes adjustments as necessary to the program; enrolls new employees on the electronic time sheet system;

Imports payroll deductions checks for accounts payable processing;

Assists with the preparation of reports on withholding taxes, social security, retirement and other payroll deductions; reconciles and prepares other payroll reports and records;

Keeps up to date on personnel regulations to assure compliance with state and federal law; informs employees as necessary on policy and procedures affecting personnel and payroll;

Answers questions regarding various personnel functions including vacancies and verification of employment;

Serves as backup for accounts payable function as needed;

Assists with purchase card reconciliation;

Answers telephone and greets public, as necessary;

Operates computer as necessary for job functions;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of accounting practices and procedures; thorough knowledge of payroll accounting; general knowledge of personnel practices and procedures; general knowledge of modern office procedures and practices; ability to operate various office machines and equipment with accuracy and speed; ability to learn County accounting structure and human resources computer program; ability to understand and apply accounting practices; ability to deal courteously with the public; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with associates. Considerable knowledge of all components of Microsoft Office.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented and two years' experience in general accounting, business and/or human resources and considerable payroll, benefits or related accounting experience in the public sector.