

PAYROLL AND BENEFITS SPECIALIST

Salary Range: \$34,084 - \$52,831

General Statement of Duties

Performs intermediate technical work preparing and processing payroll; benefits administration, preparing and processing accounts payable, posting daily transactions, journal entries and disbursements to the general ledger, data entry, preparing and processing financial records and files and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class is responsible for a variety of paraprofessional accounting tasks involving data entry, preparing and processing accounts payable, preparing and processing payroll and benefit plans, assisting with year-end audit, and preparing a variety of financial reports. Work requires no exposure to environmental conditions. Work is performed under the regular supervision of the Accounting Supervisor and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Essential Duties and Tasks

- Processes payroll, benefits, and technical transactions for the County, in compliance with all applicable Federal, state and county rules, regulations and procedures.
- Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, and compiles documentation
- Maintains and processes all documents for the payroll; reviews, edits, adjusts and runs checks for payroll; prepares various reports related to payroll and fringe benefits
- Collects and verifies approved time sheets, employee leave slips and overtime time sheets; submits direct deposit file to the bank; distributes monthly time sheet reports
- Balances the cash and check receipts for cash/check drawers; prepares and makes the daily deposit
- Prepares 1099, W-2s and salary-related documentation
- Assists employees with questions concerning their pay, deductions and benefits
- Processes a variety of garnishments, child support information request forms and verification of employment request. i.e. wage verifications, accrual transfers, etc
- Prepares and processes accounts payables; receives and reviews invoices; resolves discrepancies; verifies account coding on purchase orders or check requests; matches invoices to purchase orders; submits invoices for review and approval
- Prepares, verifies and files monthly and quarterly payroll reports; prepares and submits files and reports to the State and Federal government
- Prepares and distributes departmental YTD budget reports
- Manage administration of all company's benefit plans including retired employees' post-

- employment benefits
- Support integration of payroll and benefit accounting activities. i.e. annual open enrollment process, monthly invoice reconciliation, deduction and vendor management
- Act as qualified benefits plan subject matter expert responsible for ensuring that payroll and benefits requirements are satisfied
- Provide oversight and direction to resources executing benefits transactions i.e. vendors/carriers to resolve benefit issues
- Performs general administrative support duties and duties as required
- Serves as back-up to staff as assigned

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- General knowledge of County and department policies and procedures.
- General knowledge of generally accepted accounting terminology, methods, procedures and equipment.
- General knowledge of applicable State laws, rules, and regulations and local ordinances governing municipal finance.
- Thorough knowledge in preparing various detailed reports and other types of correspondence.
- General knowledge in the use of standard office equipment and associated software (e.g. MUNIS software).
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports.
- Ability to make arithmetic computations.
- Ability to compute rates, ratios, and percentages.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy.
- Ability to develop and maintain working relationships with a variety of people including vendors, general public, and other employees and supervisors.
- Ability to communicate effectively in oral and written form.

Physical Requirements

- Must be able to physically perform the basic life support functions of sitting, standing, walking, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force regularly and up to 50 pounds of force occasionally to move objects.
- Must possess the visual acuity to prepare and analyze written or computer data.

Desirable Education and Experience

Graduation from a community college with an Associate's degree in business administration, accounting, or related field and experience processing payroll and benefits. Governmental accounting is preferred or an equivalent combination of education or experience.

Special Requirement

Possession of a valid North Carolina driver's license.