

Department: Finance  
Reports to: Finance Director

### General Statement of Duties

The primary purpose of this position is to perform responsible paraprofessional payroll and accounting functions.

### Distinguishing Features of the Class

An employee in this class is responsible for payroll and related payroll tax and retirement plan processes. Emphasis of the work is on developing and following procedures and work processes to ensure accuracy of payroll and compliance with federal and state laws regulating employment, leave, overtime, and Council pay and benefit policies. Work requires a more detailed understanding of the design and functionality of the Council's pay and benefits program and how it is integrated into the Council's accounting and budgeting process. Employees in this class exercise a considerable degree of independence of action on cyclical payroll processing and judgment in the interpretation and application of payroll and benefit policy and practices. Work requires judgment, discretion, and confidentiality when accessing payroll and personnel records. Work is performed under the general supervision of the Finance Director and is evaluated on attainment of individual performance objectives by regular conferences, observation, feedback from departments and employees, and review of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Manages the biweekly payroll process; pays employees in accordance with payroll laws, regulations and Council policies. Calculates payroll, voluntary and mandatory deductions, and tax withholdings; prints and distributes earning statements; and transmits direct deposits.
- Processes all payroll tax reports and payments, including federal and state income tax and unemployment reports.
- Processes all Local Governmental Employees' Retirement System (LGERS) and 401(k) plan reports and payments.
- Distributes payroll to various general ledger grant codes.
- Coordinates payment and reconciliation of benefit invoices and garnishments with accounts payable and benefit providers.
- Maintains employee database for new hires, rehires, promotions, and terminations, rate changes, income tax withholdings, insurance withholdings, 401(k) withholdings and loans, garnishments, annual and sick leave accruals, PEHP accruals, and other voluntary withholdings.
- Tracks and maintains annual and sick leave accruals, 401(k) eligibility, PEHP plan eligibility and imputed income on group-term life insurance over \$50,000.
- Sets up and maintains deductions and earnings codes in accordance with federal and state tax laws and LGERS and 401(k) plan requirements.
- Prepares monthly journal entry to accrue annual leave, including allocation by general ledger grant code.
- Prepares accrued payroll and accrued annual leave schedules and journal entries for year-end.
- Prepares W-2s and W-3s; reconciles data and reviews for accuracy. Distributes W-2s to employees and submits W-2 copies and W-3 to the Social Security Administration.
- Prepares annual workers compensation insurance audit report.
- Prepares various payroll and retirement reports for annual audit.
- Assists with various annual budget reports.
- Processes wage verification reports and government surveys.
- Distributes management reports, and provides information requested by department heads and employees.

#### Additional Job Duties

- Enters/updates vendor information in accounting software system.
- Prepares and submits IRS Form 1099s annually.
- Serves as custodian of petty cash.
- Backs up other finance office staff.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Considerable knowledge of payroll and benefit principles and practices.
- Considerable knowledge of the laws, rules, and regulations that apply to payroll and benefit policies and practices in the public sector.
- Considerable knowledge of federal and state tax laws and guidelines.
- Considerable knowledge of payroll and accounting software applications.
- Considerable knowledge in record management procedures and practices.
- Considerable knowledge of office practices and procedures in a Finance Department environment.
- Knowledge of the design and administration of employee insurance and retirement plans.
- Ability to apply basic payroll and accounting principles and practices in problem solving challenges arising in payroll administration.
- Ability to formulate ideas for management leading to enhance payroll and benefit policy, practices, and procedures.
- Ability to maintain the confidentiality of payroll and personnel records.
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed.
- Ability to perform a variety of accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to communicate effectively in oral and written forms.
- Ability to set and follow effective work priorities and meet established deadlines.
- Ability to establish and maintain effective working relationships with other staff, department heads, employees, and the general public.
- Skill in the use of office-based computer hardware and software applications including Microsoft Excel.
- Skill in preparing payroll reports for management.
- Accuracy in data entry and ability to proof own work.

### Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

### Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare data and statistics, to perform accounting, to operate a computer, and to read extensively.

### Desirable Education and Experience

- Graduation from a two year college with a degree in accounting or related field and considerable experience in payroll administration in a computerized environment; or an equivalent combination of education or experience.
- Experience processing payroll in a North Carolina local government environment.