



CLASSIFICATION NO: 064

Established: 7/12

FLSA: Non-Exempt

EEO: 5

## **PAYROLL SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to review, verify, balance, process payroll data and maintain financial records related to payroll; to oversee the processing of payroll to ensure delivery of accurate pay statements to employees and deduction payments to appropriate provider(s); to respond to requests and inquiries from internal and external customers; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Finance provides financial administration of the County's governmental operations, including budgeting, payroll, accounts payable/receivable, grants administration, cash management, investments, cost allocation and auditing. Payroll services are provided for the County, subsidiary agencies and various work project employees.

The Payroll Specialist is an advanced professional accounting position responsible for the processing of payroll related to multiple payroll processing systems. This position deals with sensitive and confidential information and exercises considerable independent judgment within the established policies and procedures. Other duties include, providing consultation regarding payroll and time procedures, auditing payroll reports for compliance with established rules, regulations and bargaining union contracts and all aspects of PERS reporting.

The Payroll Specialist differs from the Payroll Supervisor who participates in and supervises staff performing daily payroll processing. The Payroll Supervisor schedules and supervises the central payroll operations. The Payroll Supervisor is a direct contact for high level payroll inquiries, as well as audits and verifies the payroll components of HRIS. The Payroll Specialist differs from positions in the Accounting Specialist series in that it requires a specialized knowledge of payroll processing, performs more complex accounting work, and is required to exercise a higher degree of independent judgment.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Enters and maintains payroll data necessary to process payroll in compliance with Federal and State reporting requirements and ensures the timely and accurate processing of payroll records, documents and reports; checks, reviews and verifies payroll figures and records for accuracy; reconciles payroll errors.
2. Reviews collective bargaining agreements and non-represented employee policies; implements payroll-related policies and coordinates changes with Human Resources.

3. Reconciles and remits employment taxes to the appropriate taxing authorities.
4. Prepares, implements, and verifies voluntary and other forms of deductions, such as, garnishments and tax withholding; implements set up and changes to employee direct deposit.
5. Provides advice and assistance to departments in processing payroll records to be forwarded to central payroll; coordinates information with the Department of Human Resources (HR and Benefits) regarding employee data and fringe benefits.
6. Prepares for manager review, federal, state and local tax deposits and reports related to payroll.
7. Creates file, uploads and reconciles Public Employees Retirement System (PERS) billings and reports any discrepancies.
8. Researches PERS suspended records and process adjustments; audits Clackamas County payroll records to PERS records; determines and implements corrections to records; answers questions concerning PERS for employees and PERS representatives.
9. Audits and reconciles payroll and fringe benefit accounts to the General Ledger.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of financial record keeping; specialized knowledge of payroll processing systems, procedures and controls applicable to payroll systems; federal, state and local statutes, rules and regulations applicable to payroll accounting and deductions; County personnel and benefits rules, policies and procedures; collective bargaining agreements and their application; English grammar and composition.

Skill to: Accurately process large volumes of data within strict, unalterable time lines; research and analyze complex payroll data; maintain ledgers and journals; interpret, explain, evaluate and recommend accounting and payroll policies and procedures; use computerized financial information and reporting systems; Use mathematics to solve problems and perform calculations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County employees, departments, independent auditors and the public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Edited: 4/25