GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: APRIL 30, 2013
REVISED: JULY 1, 2013
CLOSING DATE: JULY 12, 2013

DEPARTMENT: **Finance**

POSITION: **Payroll Specialist**

LOCATION: **Globe**

JOB CODE: **13-050**

ANNUAL SALARY: **$26,998.40-$40,081.60 DOE**

NATURE OF WORK

Performs and coordinates a variety of detailed and complex payroll activities in processing of the County's payroll to ensure compliance with procedures and regulations; and performs related accounting clerical work for the County Finance Department.

DUTIES AND RESPONSIBILITIES:

- Processes County payroll including verifying accuracy of timesheets from all County departments and generating payroll related reports; records and enters into system employee hours worked, sick, vacation, comp and overtime; calculates sick and vacation accruals; monitors leave available to employees.
- Ensures payroll taxes and deductions are processed in accordance with Federal, State and County regulations.
- Processes and pays voluntary deductions; reconciles voluntary deductions to invoices and makes necessary corrections.
- Coordinates payroll authorizations and sets up employees in payroll system; verifies employee hire/termination dates, account numbers, and salary information; maintains employee payroll files.
- Completes employee retirement forms; researches County financial records to verify last day worked by employee and amount of final contribution.
- Provides verification of employment to requesting agencies and organizations; provides proof of wages and hire/termination dates as appropriate.
- Processes court ordered garnishments; completes wage garnishment worksheets to determine full or partial payment of garnishment; provides employee with copy of garnishment order; sets up and monitors deduction in payroll system.
- Provides assistance with processing year-end W-2's including printing and reviewing payroll reports for accuracy, making necessary changes to payroll reports, and printing/distributing W-2's.
- Researches and responds to County employees with payroll questions and issues.
- May serve as the department's Wellness Ambassador; attends wellness meeting; promotes health and wellness programs to County employees.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years payroll/accounting experience; or equivalent combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet and email software. An Associate's Degree in Accounting is desirable.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Accounting principles and practices; regulations governing payroll/accounting activities; methods and standards for coordinating payroll functions; payroll related documentation and reports; payroll taxes and deductions; wage garnishment processes and procedures; W-2's; voluntary deductions; computerized payroll systems.

Ability to: Coordinate payroll activities; operate a variety of computer systems; office machines including 10 key by touch; accurately record and maintain payroll, timekeeping data; ensure work is in compliance with Federal and State regulations governing payroll taxes and deductions; assist employees and outside agencies regarding payroll matters; communicate effectively and follow verbal/written instructions; perform data entry and mathematical computations rapidly and accurately; understand and apply payroll-related County ordinances, Personnel rules, legislation, etc. to specific cases; perform work independently and prioritize work in a dynamic work environment; research and analyze accounting and/or payroll discrepancies and formulate recommendations.

Skills in: Reviewing, analyzing and reconciling complex accounting and/or payroll data.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.