

**POSITION:** Payroll Specialist  
**DEPARTMENT:** Finance  
**Grade:** 29  
**Starting Salary:** \$46,839.00  
**Position Number:** 413005  
**Posted:** August 14, 2025  
**Closing Date:** August 29, 2025



### **GENERAL DEFINITION OF WORK**

Performs intermediate skilled technical work preparing and processing payroll for all County employees, reviewing, verifying and entering personnel and payroll data, maintaining payroll records and files, preparing payroll reports, and related work as apparent or assigned. Work is performed under the regular supervision of the Finance Director.

### ***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.*

### **ESSENTIAL FUNCTIONS**

- Prepares payroll for all County employees; collects and calculates time sheets; enters and verifies payroll entries; adjusts leave accruals; calculates insurance deductions.
- Generates and verifies federal and state taxes, garnishments, and other payroll deduction reports; reconciles and pays various insurances monthly; submits federal and state tax payments each payroll; prepares and submits quarterly federal and state reports; prepares annual W-2s.
- Prepares and maintains confidential personnel and payroll information and files; files and maintains timesheets.
- Calculates deduction adjustments for terminations and other changes; prepares any payroll roll-over leave balances; tracks COBRA and retiree insurance coverage and payments.
- Maintains knowledge of all Federal, State and local changes effecting payroll.
- Receives and processes accounts receivable; balances deposits; enters and processes checks and cash and posts to the the general ledger; prepares and submits daily bank deposits; enters journal entries for tax department and EMS ambulance deposits.
- Works closely with the Human Resource department; responds to inquiries and contacts staff to resolve payroll issues.

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

Thorough knowledge of payroll systems, state, federal and local laws and regulations and the associated methodology, processes and terminology; general knowledge of bookkeeping terminology and methods and accounting theory and principles; general knowledge of office procedures, practices and equipment; skill working with standard accounting software; ability to operate a variety of accounting, office and data entry equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to type at a reasonable rate of speed; ability to communicate effectively in oral and written forms; ability to prepare financial records and reports; ability to establish and maintain effective working relationships with associates, coordinating agencies and the general public.

## **EDUCATION AND EXPERIENCE**

Associates/Technical degree with coursework in accounting, or related field and considerable experience in the maintenance of payroll and financial records, or equivalent combination of education and experience.

## **PHYSICAL REQUIREMENTS**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **SPECIAL REQUIREMENTS**

- Valid driver's license

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**  
**All prospective employees are subject to a criminal background check**