

LANCASTER COUNTY  
BUDGET AND FISCAL ASSISTANT PAYROLL SPECIALIST

NATURE OF WORK

This is responsible ~~accounting and fiscal record maintenance~~ administrative work performing for the centralized payroll operations within the County Clerk's Office.

Work involves ~~responsibility coordinating centralized for processing payroll functions for County employees including processing time sheets and payroll personnel action forms; and auditing payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and processing and distributing employee paychecks by department.~~ Work also involves acting as a liaison ~~with to other County departments concerning with regard to processing and executing employee payroll; completing governmental reports; and maintaining County and departmental payroll records.~~ Work also involves assuring compliance with local, State and Federal regulations. General supervision is received from a technical superior with work being reviewed in the form of accounting reports, conferences and work accuracy. Work is performed within established guidelines and procedures and under the general supervision of the Accounting Operations Manager.

EXAMPLES OF WORK PERFORMED

~~Responsible for accuracy~~ Accurately in processing payroll time sheets and payroll personnel action forms; audit payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and verify, calculate, and process and distribute employee paychecks by department.

~~Act as liaison with to other County departments concerning the processing and execution of employee payroll; answer employee payroll questions.~~

~~Execute computer programs to generate budget worksheets, governmental reports and labor cost distribution reports; Prepare required personnel withholding and statistical reports for governmental entities; calculate and prepare employee deduction payments for appropriate entities; maintain County payroll deduction records; maintain department's employee attendance records, time sheets and payroll personnel action forms for employees of the County Clerk's Office.~~

Review new hire paperwork submitted by departments; follow-up regarding incomplete or incorrect paperwork.

Balance bi-weekly payroll utilizing various control reports, error reports and payroll register; correct errors as necessary.

Review and process monthly billings for health, dental, vision and life insurance; identify and correct billing discrepancies.

Complete and file Federal (bi-weekly) and State (monthly) tax withholding reports.

- Complete and file quarterly 941 and State withholding reports.
- Process garnishments, child support orders and tax liens against employee wages.
- Ensure accuracy, promptness and delivery of the bi-weekly direct deposit tape.
- Perform various accounts payable functions.
- Provide advice and assistance regarding payroll issues.
- Provide backup to Accounting Operations Manager as needed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of public budgeting payroll and accounting procedures.
- ~~Considerable knowledge of modern office procedures, equipment, and practices.~~
- Considerable knowledge of automated financial and payroll systems and their application to public accounting.
- Considerable knowledge of current payroll practices and procedures.
- Considerable knowledge of government regulations regarding payroll taxes.
- Knowledge of auditing techniques and concepts.
- ~~Considerable knowledge of modern office procedures, equipment, and practices.~~
- Ability to establish and maintain effective working relationships with elected officials, administrative staff and co-workers.
- Ability to organize and analyze varied financial and statistical detail with speed and accuracy.
- Ability to organize and maintain a variety of payroll records and reports.
- Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from an accredited four-year college or university with major coursework in computer science, accounting, business or public administration or related field and experience working with automated financial or personnel systems.~~

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school~~ Completion of an Associate's Degree or equivalent supplemented by coursework in ~~computer science~~, accounting, business or public administration or related field and ~~some~~ two years of experience in working with automated financial or ~~personnel~~ payroll systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

| Revised ~~2/97~~ 3/2017

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