

**Lane Council of Governments
Job Classification**

Job Title:	Payroll Specialist	FLSA Status:	Exempt
Division:	Administrative Services	Range:	17
Reports To:	Financial Services Manager	Last Revised:	August 2000

General Statement of Duties

Oversees and performs payroll functions to ensure accurate, complete, and timely processing and distribution of the payroll and related reports.

Supervision Received

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Little or no discretionary responsibility for monetary or human resources. Duties include working with monetary resources, but work is subject to review and includes checks and balances.

Essential Job Functions

Assumes responsibility for a complex computerized payroll system, maintaining and verifying all related data. Prepares the payroll by updating payroll information, verifying timesheets, payroll journal and fringe reports. Processes the direct deposits and distributes pay stubs for outstationed employees. Acts as liaison to Centennial Bank for all direct deposit issues. Responsible for deposit of monthly federal and state payroll taxes. Provides backup for all month-end payroll reporting.

Analyzes IRS laws for changes to format and regulations, and ensures that the changes are incorporated into the appropriate reports.

Assists in analyzing the payroll system to determine and recommend changes or improvements. Makes recommendations regarding the design of the fiscal/payroll computerized system.

Enters Personnel forms into the computerized payroll system.

Collects timesheets. Enters timesheets on-line for employees without computer access. Ensures timesheets are completed and coded correctly.

Responsible for the accurate and timely completion of state and federal quarterly tax reports.

Answers daily questions from LCOG staff regarding wages, deductions, and payroll calculations.

Reconciles the monthly health insurance bills with payroll records. Modifies billing based on payroll changes.

Assists with benefits administration. Maintains and processes short-term disability program and assists employees with claim form. Calculates premiums and weekly benefit for employees. Completes "Employer's" portion of the claim form.

Coordinates a calendar-year close out, culminating in the preparation of the W-2's. Prepares federal, social security, and state year-end reports.

Other Job Functions

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.

Considerable knowledge of computerized spreadsheets or computerized payroll system.

Knowledge of laws, regulations, standards and prescribed procedures applicable to payroll.

Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to physically perform assigned duties.

Education and Experience

High school diploma or G.E.D. and five years clerical accounting or related experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.