

## LANCASTER COUNTY PAYROLL ADMINISTRATOR

### NATURE OF WORK

This is highly responsible and professional administrative work administering centralized payroll functions within the Lancaster County Clerk's Office.

Work involves administration of the centralized payroll functions necessary to ensure accurate and timely payment of wages to Lancaster County (County) employees, and maintenance of payroll records. Work also involves the supervision and training of other payroll employees. This position ensures that the County payroll process is adhering to Federal and State regulations as well as labor contracts and County Personnel Rules. Work requires using independent judgment to resolve complex payroll issues and is performed under the general supervision of the County Clerk.

### EXAMPLES OF WORK PERFORMED

Supervise and administer the County's payroll functions, including biweekly payroll processing, payroll accruals, tax payments, and reporting.

Plan, assign, supervise and evaluate the work performed by subordinate payroll personnel; provide education, training and reinforcement in the support of employees' work performance; coordinate office workflow and process improvements; monitor daily payroll operations; review system reports and automation processes for quality, completeness and efficiency.

Develop objectives, procedures, and policies governing payroll in accordance with general payroll standards, and relevant State and Federal regulations and statutes; monitor changes to and interpret appropriate Federal and State laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Oversee the maintenance and upkeep of county payroll data.

Ensure the accuracy of payroll by designing and implementing audit processes.

Develop and maintain processes and procedures related to payroll activities, as well as recommend and evaluate improvement to payroll processes as needed.

Collaborate with Information Services, Human Resources, vendors, and others to maintain and update the payroll system; and resolve payroll system issues.

Ensure that payroll problems for individual employees are corrected by payroll staff; establish processes and procedures to eliminate recurring issues.

Ensure all payroll tax payments and reports, including the quarterly Federal and State tax withholding reports, are completed accurately, and comply with applicable Federal and State tax law.

Supervise the approval of payroll related vouchers, and preparation of payroll claims report for County Board approval.

Administer the electronic records management of pertinent payroll records to ensure accurate and efficient storage, retrieval, retention, and disposition of these records, in accordance with State retention schedules and County records management policies.

Act as County liaison to assist with implementing payroll, including time and absence; advise County personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

Respond to public records requests and develop and implement other methods for contributing to transparency, including creating reports and graphics to share with the public and other departments.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of County policies and agreements related to payroll as well as labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to payroll and benefits.

Knowledge of auditing techniques and concepts.

Ability to compile and interpret statistical data.

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 verbally and in writing.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and co-workers.

Ability to make professional and administrative decisions within the framework of County Personnel Rules, policies, and labor contracts.

Ability to maintain and protect confidential and sensitive information.

Ability to work under pressure and/or with frequent interruptions.

Ability to problem solve.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or public administration or related field and four years of experience working with automated financial payroll systems; or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

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