

LANCASTER COUNTY PAYROLL COORDINATOR

NATURE OF WORK

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

Work involves oversight of various centralized payroll functions necessary to ensure accurate and timely payment of wages to Lancaster County (County) employees, maintenance of payroll records, and compliance with Federal and State regulations. Work also involves training of other payroll employees as needed. In addition, this position will perform internal audits related to payroll to ensure that the County 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 Payroll Administrator. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Oversee the County's payroll functions, including biweekly payroll processing, payroll accruals, and reporting.

Maintain tables on the County's payroll system; establishes new earnings and deductions.

Ensure accuracy, timeliness, and delivery of the biweekly direct deposit report to the bank.

Create and utilize audit reports to verify the accuracy of payroll.

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

Work with software vendors, consultants and/or Information Services to address and resolve payroll system issues, modifications, and enhancements.

Correct payroll problems for employees; determine the reason and establish processes and procedures to ensure the issue does not reoccur.

Act as liaison to County departments concerning the processing and execution of employee payroll.

Ensure that questions from employees related to timekeeping and payroll are responded to in a timely and accurate manner.

Assist the Payroll Administrator with implementing changes to payroll procedures that are required by law, action of the County Board and/or state and federal agencies.

Ensure ADP payroll tax payments and reports, including the quarterly Federal and State tax withholding reports, comply with applicable federal and state tax law.

Review and approve payroll related vouchers including monthly billings for health, dental, vision and life insurance.

Prepare payroll claims report for County Board approval.

Assist with 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.

Assist the Payroll Administrator with the compilation of payroll data in response to audits, public records requests, or special projects.

Serve as the Human Resources (HR) Clerk for the County Clerk and County Board offices.

Serve as backup to the Payroll Administrator.

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 three 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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