

LANCASTER COUNTY PAYROLL SPECIALIST

NATURE OF WORK

This is highly responsible administrative work performing advanced centralized payroll functions within the Lancaster County Clerk's Office.

Work involves performing centralized payroll functions for Lancaster County (County) employees including processing and reviewing time and absence entries, deductions, and transaction validation reports to verify the accuracy of employee pay. Work also involves acting as a liaison to County employees and departments regarding the processing and execution of payroll and report generation. Work also involves assuring compliance with local, State and Federal regulations. Work is performed with established guidelines and procedures and under the general supervision of the Payroll Administrator or their designee.

EXAMPLES OF WORK PERFORMED

Perform a variety of advanced functions related to the processing of biweekly payroll, accruals, and reporting to ensure timely and accurate completion.

Accurately process time entries and absence requests; verify that changes to payroll, benefits, and Human Resources (HR) records are processed; review reports to verify employee deductions; verify, calculate, and process employee paychecks.

Review biweekly payroll utilizing various control reports, error reports, and payroll activities reports and correct errors as necessary.

Utilize analytical tools to identify potential errors related to payroll.

Act as a point of contact for employees and County departments concerning the processing and execution of employee payroll including responding to payroll related questions from employees.

Review new hire information submitted by departments; assist other departments with entries in Oracle as necessary; follow-up on errors and/or omissions.

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

Process garnishments, child support orders and tax liens against employee wages.

Evaluate retroactive transactions generated by the payroll system and make corrections as necessary.

Assist with set up and testing of new earnings and deduction codes.

Prepare vouchers for payroll payments and enter in the general ledger; prepare, reconcile and post biweekly payroll journal entry into the general ledger.

Maintain all payroll records in accordance with established policies and procedures; assist with compiling payroll related data for special projects as assigned; perform data entry and verify accuracy of information recorded.

Performs other payroll or accounting related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

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

Knowledge of auditing techniques and concepts.

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

Ability to organize and analyze various financial and statistical detail with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to organize and maintain a variety of payroll records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally and in writing.

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

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree or equivalent supplemented by coursework in accounting, finance, business administration, or public administration or related field and two years of experience working with automated financial or payroll systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.