

**COLBERT COUNTY**

**JOB DESCRIPTION**

JOB TITLE: PAYROLL CLERK  
DEPARTMENT: COMMISSION OFFICE  
JOB DESCRIPTION UPDATED: DECEMBER 2021

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**RELATIONSHIPS**

REPORTS TO: CHIEF FINANCIAL OFFICER  
SUBORDINATE STATE: NONE  
OTHER INTERNAL CONTACTS: ADMINISTRATOR, COMMISSIONERS, ALL COUNTY DEPARTMENT HEADS & EMPLOYEES  
EXTERNAL CONTACTS: ATTORNEYS, FEDERAL AND STATE AGENCIES, BANKS, RETIRED COUNTY EMPLOYEES.

**JOB SUMMARY**

Under the direction of the Chief Financial Officer, the employee performs personnel related tasks according to state and federal regulations. Calculates and processes the county payroll, prepares and submits all required reports. Employee will perform any and all task related to payroll and state retirement. Performs other duties as requested by the Chief Financial Officer.

**JOB DOMAINS**

## **A. Personnel**

1. Explains personnel rules and regulations to elected officials and department heads.
2. Ensures County personnel activities are in compliance with applicable state and federal regulations.
3. Posts information regarding federal and state work laws as required.
4. Processes new employees into County employment and conducts orientation in coordination with Human Resource Manager.
5. Responds to employee inquiries: counsels with employees when necessary.

## **B. Reporting and Records Management**

1. Establishes and maintains centralized personnel records, reports, and files related to attendance, leave and other information.
2. Gathers data and completes various federal and state reports required by law.
3. Transmits monthly and quarterly state and federal tax reports.
4. Prepares monthly billing reports for employee retirement.
5. Prepares quarterly unemployment reports.
6. Calculates personnel costs for annual budget.

## **C. Payroll**

1. Establishes and maintains records for new hires and separations; adds or removes names from payroll run.
2. Audits time and attendance reports and charges labor cost to proper department.
3. Ensures overtime pay is in accordance with FLSA regulations.

4. Collects time sheets and posts employee hours on computer: maintains leave time accrued and used for all employees.
5. Prepares and processes employee deductions for garnishment and child support.
6. Prepares and distributes payroll checks by department.
7. Balances annual employee earnings and prepares W2 forms.
8. Answer employee questions regarding payroll deductions and withholding changes.
9. Prepares and mails checks for garnishments and other deductions withheld from employee checks.
10. Adjusts employee earnings for wage increase.
11. Assists employees with filling out all personnel forms.

#### **D. Employee Benefits**

1. Enrolls and terminates employees in retirement system plan.
2. Makes changes in response to rate changes.
3. Maintains and balances monthly contribution reports and makes corrections as needed.
4. Submits payroll invoice payables to accounting clerk for payment.
5. Answers employees questions and communicates with state retirement agency.

#### **E. Miscellaneous**

1. Attends and participates in conferences, workshops, and training programs for human resource management as it relates to payroll.
2. Performs other duties as requested.
3. Must meet requirements for bonding.

### **KNOWLEDGE, SKILLS, & ABILITIES**

1. Knowledge of County personnel policies and procedures.
2. Knowledge of State and Federal personnel and payroll laws, regulations and guidelines.
3. Knowledge of Excel, Word, and/or other similar programs.
4. Ability to use payroll software.
5. Knowledge of payroll procedures.
6. Knowledge of computer and manual filing systems.
7. Knowledge of general office procedures.
8. Math skills to calculate payroll related information, pay bills, and prepare financial reports.
9. Writing skills to prepare reports and correspondence.
10. Reading skills to comprehend manuals: federal, state, and local regulations and guidelines.
11. Skills to operate office equipment; copier, fax, calculator, and computer.
12. Ability to effectively communicate with supervisors, public officials, co-workers, and the general public.
13. Ability to establish effective working relationships with the general public, co-workers, supervisors, and public officials.
14. Ability to keep records and make accurate reports.

### **OTHER CHARACTERISTICS**

1. Possess a college degree in Human Resource Management, Accounting, or Business-related field preferred: however, a combination of education and payroll/personnel experience which provide the qualifications listed will be considered.
2. Ability to travel to attend training sessions.
3. Ability to work overtime as needed.

## **WORK ENVIRONMENT**

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

## **PHYSICAL DEMANDS**

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

