



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Payroll Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>County Clerk</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>County Clerk</u>	<b>JOB CODE:</b> 604	

**DEFINITIONS:**

Under close supervision, performs routine clerical tasks to generate the payroll such as processing changes to payroll records, verifying and entering timesheets, overtime and compensatory time, deductions, garnishments, direct deposits and related transactions to issue the regular payroll.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Processes standard payroll timesheets and retroactive adjustments; verifies timesheets to ensure accuracy of time worked, leave time used and compensatory or overtime earned; calculates child support, garnishments and other deductions; transfers direct deposits; prepares regular and payroll checks; reconciles balances and posts to payroll records; calculates and issues checks for retirement, benefits and other funds.

Maintains and updates the payroll database; processes new employees and terminations; processes changes in tax withholding, retirement, health benefits and other accounts; maintains records of vacation, sick and personal leave, compensatory time and related files; tracks changes in accrual rates.

Provides information to employees; responds to questions about leave, overtime, withholding tax, benefit and retirement deductions; assists employees in calculating retirement amounts.

**KNOWLEDGE AND SKILL:**

- 1. Good knowledge of relevant Boone County policies and procedures.
- 2. Good knowledge of Boone County payroll, accounting and related systems.
- 3. Skill in applying payroll procedures and rules accurately.
- 4. Skill in accurate recording of data in manual and computerized accounting systems
- 5. Skill in the use of a personal computer and spreadsheet software.
- 6. Skill in establishing and maintain cooperative working relationships with other employees and departments.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and one year of accounting experience; experience with personal computer word processing and spreadsheet software.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)