

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Payroll Administrator/Trainer/Report Writer**

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**Exempt (Y/N):** No

**DEPARTMENT:** Comptroller

**DATE REVISED:** August 2009

**SUPERVISOR:** Comptroller

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**SUMMARY:**

The incumbent is responsible for processing, implementing and auditing the Countywide payroll and all associated paperwork. The incumbent must ensure accuracy of the payroll and must be able to process payroll in a timely manner. The incumbent works directly with the Comptroller preparing monthly grant reports for the state and federal government as well as assist the Payables Administrator to ensure all invoices, contracts, and PO's are paid in an accurate and timely manner.

This position requires an individual to be able to interact on a professional level with every elected county official, department head, and employee to successfully maintain a 24 million dollar payroll and benefits program for approximately 610 full-time positions. The incumbent is also responsible for processing, implementing, and auditing for the salaries of all part-time employees including election official for all school, city, county, state and federal elections held in Washington County. The incumbent is responsible for processing, implementing, and auditing of the circuit court jurors' checks. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent is responsible for payment of all outstanding invoices and contracts. The incumbent must ensure that all invoices are properly coded, documented, approved for payment by an elected official, and that necessary funds are available. The incumbent must ensure that each situation is handled according to County policies and State and Federal Law and in a manner that maintains optimum efficiency in the department.

The incumbent is responsible for initiating, organizing and implementing any training needed by end-users for proper use of Comptroller's software. This includes but not limited to budget adjustments, pcard entries and reporting, plus payroll.

The incumbent is responsible for developing and modifying software reports. The incumbent must interact with users to identify specific needs, objectives and resolve problems to better help their need. A large degree of creativity and latitude is allowed for objectives within the scope of a current system and must know the general ledger, accounts payable and payroll transactions to correctly and accurately complete a working report.

The incumbent is responsible for training and over-seeing the duties of the AP Administrator to insure all AP payments are made in a timely and accurate manner. This includes a budget of 62 million dollars.

The incumbent is responsible for all areas of the Comptroller's Department in the absence of the Comptroller and Assistant Comptroller.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Import data from Human Resources into the payroll software and assure accuracy of the data. Maintain an Employee Management System that is consistent with the information needed for payroll processing. Verify all changes to status, terminations, pay increases, and changes in deductions.
2. Send payroll authorization worksheets to elected officials/department heads on a biweekly basis and request the appropriate information be written on the worksheets and returned to the Comptroller's Office.
3. Verify accuracy on payroll authorization worksheets as prepared by the individual elected official and department heads and work with them to correct any problem.
4. Input hours to calculate gross earnings for each employee. Print pre-payroll reports and verify accuracy of input data.
5. Calculate and process the payroll as accurately as possible.
6. Verify leave hours as reported on worksheet. Consult with the elected official or department head on all problems with regard to time records and leave eligibility status.
7. Print and distribute all reports to all necessary parties. Export payroll data to Treasurer for further processing.
8. Process payroll transfers and deduction claims. Prepare tax distribution report and retirement report stating retroactive adjustments, termination dates and status of terminations.
9. Train elected officials and department heads in preparing and calculating time cards and payroll authorization worksheets.
10. Review County policies concerning payroll and accounts payable and make sure that the departments are within compliance.
11. Review the Accounts Payable Administrator's job description and assist when payroll functions are completed.
12. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public and other agencies.

13. Assist Human Resources Office when needed in calculating merit increases, retroactive pay increases; market adjustments, attendance incentives and any other changes to the regular payroll.
14. Assist the Comptroller with monthly, quarterly, and annual reports for state and grant reports and other special requests.
15. Assist the Purchasing Office, Human Resources Office, Grants Administration Office, and County Judge's Office when necessary.
16. Responsible for creating, developing and modifying software reports.
17. Initiate, organize and implement training for Comptroller's software end-users.
18. Process 941 taxes and quarterly tax reports to the government.
19. Process jurors' checks quarterly for circuit court.
20. Assist in balancing and mailing W2s.
21. Scans documents into software so backup documents may be viewed by end users.
22. Process adjusting journal entries, ordinances and court orders.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

College degree in Accounting or related field, four years previous experience in accounting/payroll and bookkeeping; or a combination of equivalent education and experience. Also, successful completion of accounting courses is necessary to perform this position's functions. Preferably government accounting.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess knowledge of accounting principles, good verbal and written communications skills, computer skills, good ten key and typing as well as good math skills; must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required. Must be proficient in Microsoft Word and Excel. Specialized software for Governmental Payroll and Accounting and Time Clock Management will be required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit, use hands to finger, handle or feel objects/controls, and to talk or hear. The incumbent must occasionally reach with hand and arms and climb or balance. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.