

JOB DESCRIPTION

Job Title: Fiscal Services, Payroll Specialist
Department: Fiscal Services Division
Reports to: Fiscal Services, Payroll Supervisor
Annual Pay: Grade 5 /Range \$41,451 - \$58,032

SUMMARY

The Payroll Specialist is responsible to assist with payroll processing and serves as a point of contact for internal and external county agencies. Payroll is a bi-weekly process with set dates and cut-off times. The Payroll Specialist must be willing to work under highly fluid and stressful situations at certain periods of the year. Strong communication skills and attention to detail are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job responsibilities will include but are not limited to:

- Follow current procedures and establish new ones to ensure Franklin County employees are paid timely and accurately.
- Serve as the primary county contact for unemployment related notifications and garnishment orders.
- Process vendor payments for employee payroll deducted related items, both voluntary and involuntary.
- Support other Payroll Specialists primary duties as needed.
- Process postal and electronic mail and respond accordingly.
- Administer and promote electronic time keeping system for county employees.
- Follow established procedures to ensure all accounting transactions and record keeping functions comply with applicable state and federal laws, and accounting principles; monitor and coordinate overall payroll reporting activities.
- Process pay-ins to the county treasury and prepare journal entries as needed.
- Prepare MUNIS reports.
- Assist with certain areas of the annual audit and Comprehensive Annual Financial Report (CAFR).

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong written and oral communication skills.
- Proficiency with Excel spreadsheets and other Microsoft Office applications.
- Knowledge of MUNIS or other payroll related software.
- Federal, state and local income tax knowledge.
- Maintain confidentiality.
- Strong planning and organizational skills.
- Strong interpersonal skills to deal with other governmental officials and to explain complicated issues to the general public.
- Demonstrate dependability and reliability.
- Must be able to pass criminal background check.
- Follow and reference the FCAO Employee Handbook regarding professional appearance and attendance.

EDUCATION and/or EXPERIENCE

- Associates Degree and/or 1 year payroll related experience.
- Accounting background preferred.
- MUNIS or other payroll software knowledge.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Must be able to use standard office equipment, including computer, vision to read printer materials, and computer screen; and hearing and speech to communicate in person, and over the telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AN EQUAL OPPORTUNITY EMPLOYER