

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Personnel Office
Classified, GRADE 11
40 Hour Week

PAYROLL ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Performs routine and complex paraprofessional accounting and administrative work in administering the County's payroll function and related budget accounts and records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for complex and specialized payroll and related tasks. The incumbent works with considerable independence, receiving general supervision from the Personnel Director. The incumbent must maintain a current knowledge of Federal and State payroll and benefit requirements and ensure that the County's payroll system is modified as necessary to ensure compliance.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, handling, reaching, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Administer the payroll preparation process;
Maintain detailed payroll records for each employee;
Train and review work of department payroll coordinators;
Gather, create, and prepare data for studies, reports and recommendations;
Compile payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records;
Review wages computed and correct errors to ensure accuracy of payroll;
Prepare and submit wage tax and other reports/payments;
Input changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records;
Maintain records of leave pay and nontaxable wages;
Initiate preparation and issuance of paychecks;
Assist in reconciling general ledger to various payroll reports;

Answer payroll related questions from employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of professional accounting practices with emphasis on State and Federal laws related to payroll; ability to follow complex oral and written instructions; ability to prepare financial statements; ability to research and correct computerized payroll errors; ability to develop and maintain complex spreadsheets; ability to train and review work of others located outside office; ability to establish and maintain effective working relationships staff, employees, and supervisor; ability to communicate effectively, both orally and in writing; excellent working knowledge of personal computers and pertinent payroll applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Associate's or Bachelor's degree from an accredited college or university with major course work in business, accounting or finance and two to five years experience in payroll; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15