

Title: Payroll/Human Resources Administrator
Department: Administration
Division/Office: Human Resources Office



Grade 2122; FLSA Exempt position; Category: Classified; Job Code: PYAD; Rev.:07/01/2021

General Description

The purpose of this position is to perform routine and complex paraprofessional accounting, administrative, and supervisory work in administering the County's payroll function, human resources staff, and related budget accounts and records.

This position works independently, under limited supervision, reporting major activities through regular meetings with the Director of Human Resources.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Administers the payroll preparation process.
- Maintains detailed payroll records for each employee.
- Trains and reviews work of department payroll coordinators and HR office staff.
- Gathers, creates, and prepares data for studies, reports and recommendations.
- Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.
- Reviews wages computed and correct errors to ensure accuracy of payroll.
- Prepares and submits wage tax and other reports/payments.
- Inputs changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
- Maintains records of leave pay and nontaxable wages.
- Insures compliance with payroll related rules and regulations.
- Initiates preparation and issuance of paychecks/direct deposit advice.
- Assists in reconciling general ledger to various payroll reports.
- Answers payroll related questions from employees.
- Supervises human resources office staff.
- Administers workers compensation program and reporting.
- Manages administrative functions for retirees/pensioners.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in accounting, finance or related field, supplemented by two (2) years of progressively responsible payroll, accounting, human resources experience or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

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

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knowledge of personal computers and pertinent payroll applications; regular and timely attendance; performance of duties in a safe manner.

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.

Americans with Disabilities Act 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, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement