



**PAYROLL COORDINATOR  
105**

**DEPARTMENT:** Financial and Management Services/Accounting

**NATURE OF WORK:**

Performs professional work, involving coordination of all County payroll activities.

Work involves maintaining the County's official payroll records and issuing payroll paychecks and W-2 statements; reconciling payroll reports and relaying information to Federal, State, and other outside agencies. Supervisor provides instructions as to the objective of the assignment and the expected results. Work is performed under limited supervision and reviewed for compliance with instructions and results achieved. May perform as senior or lead worker.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Audits a variety of accounts, including payroll transmittals and fringe benefits accounts.

Prepares detailed payroll records, reports, and documents; establishes bookkeeping and control systems.

Computes wage and overtime payments, payroll deductions, performance increases, and retroactive payments for employees; calculates termination payments for exiting employees; prepares and prints payroll checks.

Coordinates direct deposit function; electronically transmits information and investigates any discrepancies.

Prepares garnishments, tax liens, and child support payments as required by law.

Reconciles and reports salaries by activity to Virginia Employment Commission quarterly.

Prepares, reconciles, and files various Federal and State tax reports semimonthly, monthly, quarterly, and annually.

Prepares information for and assists Federal, State, and independent auditors as needed, to include annual payroll accrual and leave liability.

Balances, reports, and distributes W-2 statements annually; reconciles W-2 statements to 941 reports.

Responds to telephone and in-person inquiries concerning payroll.

Prepares past year and year-to-date pay for employment verifications.

Balances all payroll deductions; reconciles benefit billings, including hospitalization and retirement, and prepares for payment.

Maintains and reports hospitalization for COBRA and outside agencies.

Researches highest three years of salary for retiring employees for retirement system.

Researches and interprets Federal and State codes involving payroll documents and transactions and makes decisions accordingly ensuring compliance.

Researches discrepancies between payroll system and general ledger. Prepares necessary correcting journal entries.

Maintains and processes changes and payments for the Virginia Retirement System relating to retirement, life, and optional life insurances.

Calculates and prepares accounts receivable invoices to internal and external agencies for payroll related items.

Maintains payroll files on all reports.

Develops reports for management and user departments by extracting data from the payroll system as needed.

Provides guidance to payroll clerk and other staff on difficult or unusual bookkeeping and accounting problems.

Operates typewriter, calculator, microcomputer, Microsoft software, printer, and other standard office equipment.

Attends American Payroll Association and Virginia Retirement Training sessions for updates on Federal and State law changes.

Responds to departments' inquiries about payroll policies, procedures, and/or calculations.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates telephone, computer keyboard, copy machine, and adding machine.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of bookkeeping terminology and methods.

Thorough knowledge of automated financial systems, including PC and spreadsheet applications.

Thorough knowledge of standard accounting principles and practices.

Thorough knowledge of standard office procedures, practices, and equipment.

Considerable knowledge of payroll procedures and applicable laws.

General knowledge of laws governing levies and garnishments.

Ability to interpret various complex Federal and State laws.

Ability to prepare important financial information under very strict deadlines.

Ability to perform complex calculations, maintain financial records and to prepare financial reports accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County staff at all levels and the public.

Ability to guide and provide training to other staff in a manner conducive to full performance and high morale.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting or related field and considerable payroll experience, which shall have included experience with computerized accounting systems; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Requires a post-offer credential check.

Requires a post-offer criminal history and sex offender record check.

Date: October 2007  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Payroll Coordinator Position Number: 105  
Department: Financial and Management Services Division: Accounting

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. **Speaking/Talking:**

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## 2. **Hearing/Listening:**

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. **Reading:** (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>									
<b>Push/Pull</b>									
<b>Hold/Carry</b>									

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓								✓
<b>Sit</b>				✓					✓
<b>Walk</b>	✓								✓
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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