

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Payroll Deputy  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m.- 4:00 p.m., M-Th, and 8:00 a.m.- 5:00 p.m., F  
**JOB CATEGORY:** COMOT (Clerical, Office Machine Operation, Technician)

**DATE WRITTEN:** 1986 **STATUS:** Full-time  
**DATE REVISED:** 1993; October 1996; **FLSA STATUS:** Non-exempt  
November 1999; April 2002

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as Payroll Deputy for the Auditor, responsible for preparing, processing and maintaining payroll records for all County personnel, and assisting the public.

**DUTIES:**

Assists in supervising assigned personnel, including making work assignments, providing corrective instruction, and training employees.

Receives and processes all County payroll vouchers, including reconciling with ledgers and printouts, calculating and verifying standard/non-standard deductions from pay, entering data on computer, and printing and distributing checks to department heads.

Maintains records and issues various related checks, such as wage assignments, garnishments, deferred compensation; audits, processes enrollments, and issues checks for insurance and retirement benefits.

Processes COBRA notices, inducing completing forms, mailing registered letters, and maintaining retiree insurance plan.

Assists County personnel in completing and processing various payroll and benefits forms as requested, including explaining, policies and procedures. Responds to questions from County employees concerning various employment regulations and laws, including but not limited to COBRA, Fair Labor Standards Act (FLSA), Occupation Safety and Health and Administration (OSHA), and Family and Medical Leave Act (FMLA).

Maintains and updates County personnel files, and responds to inquiries regarding payroll and benefits.

Answers telephone and greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or Department. Assists office visitors in properly completing standard forms, such as tax exemption and deduction documents.

Receives and processes worker's compensation claims, including reviewing forms for completeness and accuracy, forwarding claims and bills, communicating with claimants, and distributing checks.

Prepares and forwards periodic reports to various individuals/agencies as required, such as annual

statistical reports for Equal Employment Opportunity Commission, Association of Indiana Counties, and OSHA, and state and federal year-end earnings.

Prepares and processes payroll for summer interns, including verifying hours, maintaining records, preparing and forwarding related reports and state reimbursement requests, and posting receipts.

Completes year-end functions, such as reconciling employee earnings records with Second Deputy/Bookkeeper's records, posting payroll figures in budget ledgers, approving printing of W-2 forms, and entering new payroll rates for following year on computer.

Assists with preparation of annual budget as assigned, such as reviewing budget request forms for accuracy and attending budget hearings with Auditor. Assists in negotiations with insurance company.

Supervises department personnel, in absence of Auditor and Chief Deputy. Attends County Council and Commissioners meetings as needed. Periodically performs duties of other department personnel as needed.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Working knowledge of the operations of county government, standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge and ability to make practical application of current local, state and federal rules and regulations regarding County employment and compensation, including COBRA, FLSA, OSHA, and FMLA.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, maintain accurate records/files reconcile accounts, and prepare reports as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, copier and calculator.

Ability to understand and follow oral and written instructions, and work with others in a team environment.

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to perform duties of other department personnel as needed.

Ability to maintain confidentiality of department information.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, insurance and PERF personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

**II. RESPONSIBILITY:**

Incumbent performs a variety of payroll functions, using judgement and taking personal action in determining the best methods to achieve desired results. Incumbent receives general instructions, with work reviewed during critical phases or upon completion for accuracy and compliance with prescribed local, state and federal rules and regulations and department policies and procedures. Errors in incumbent's work are usually prevented through procedural safeguards, and are readily detected through standard bookkeeping checks and supervisory review. Undetected errors may result in loss of time for correction and/or inconvenience to other County personnel or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County personnel, insurance and PERF personnel, and the public for purposes of exchanging and explaining information.

Incumbent reports directly to Auditor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving close vision, hearing communication, sitting for long periods, standing for long periods, handling/grasping/fingering objects, and lifting/carrying objects weighing under 25 pounds, such as office supplies and record books. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll Deputy for Auditor dept describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date