

**Lincoln County
Position Description**

Position Title: Payroll Specialist

Department: Finance

Pay Grade: G

FLSA: Non-Exempt

Date: April 2024

Reports To: Finance Director

Purpose of Position

The purpose of this position is to compute and process County payrolls and related duties as required in a professional and confidential manner. The primary responsibility is to process payroll on a bi-weekly basis and the County Board and Committee Payroll on a monthly basis. This includes data input of hours worked from timesheets received from each department and preparation and distribution of payroll deposit remittances. Manual input is currently transitioning into electronic timekeeping.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Process direct deposits
- Make Federal, State and FICA tax payments
- Prepare vouchers for retirement, life insurance, etc.
- Complete reports for new employees and terminated employees (life insurance application and retirement application, retirement termination)
- Prepare monthly payroll reports as necessary.
- Evaluate proper tax treatment of wages and benefits
- Prepare the following reports quarterly: unemployment and 941 report.
- At year end: print W-2's and send in magnetic media report to social security and to the State, prepare retirement report, prepare state W-2 reconciliation and reconcile all payroll accounts.
- Provide back up to the Accounts Payable Technician
- Keep the payroll technician backup current on payroll processes.
- Prepares payroll budget estimates for following year budget.
- Assist with worker's compensation analysis
- Compiles information and completes various reports on request.
- Prepares analysis of payroll related accounts for auditors.
- Performs related tasks as directed by Finance Director

Minimum Training and Experience Required to Perform Essential Job Functions

Must possess an Associate's Degree in Accounting or equivalent prior experience in payroll and/or accounting, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Working knowledge of general ledger systems.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial statements, journal entries, budget requests, government accounting manuals, State statutes, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including financial reports, budgets, journal entries, department reconciliations, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.

- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with the Finance Director, and other County staff verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date