

**PUBLIC SERVICE AUTHORITY PAYROLL COORDINATOR**  
**Pulaski County**

**Department:** Finance

**Reports to:** Assistant Finance Director

**Supervision Exercised:** None

**Supervision Received:** Work is performed under regular supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification: (FLSA):** Non-Exempt/Full-Time

**Work Hours:** Monday thru Friday from 8:00 a.m. until 5:00 p.m. Some overtime, evening, weekend and holiday work may be required.

**ESSENTIAL FUNCTIONS:** Serves as the PSA Payroll Clerk overseeing all functions of the Public Service Authority payroll as well as assisting with County Payroll functions that include calculation of time, time entry, tax preparation, W-2 reporting and reconciliation, ACA 1095-C reporting and reconciliation, new hire reporting, COBRA reporting, reconciliation of deduction checks as well as other duties and functions associated with payroll preparation. This position will also cross-train with the PSA Billing Clerk.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Also requires the possession of a valid driver's license issued by the Commonwealth of Virginia.

**RESPONSIBILITIES:**

**PSA Payroll:**

- Compiles payroll data for calculations and entry to include time computations, garnishments, leave time, various deductions to ensure the accurate and timely delivery of employee pay
- Takes the lead role to be proactive on "best practices " and remain up to date on payroll laws, systems of applicability and reporting requirements
- Communication with various department heads, supervisors or other staff for missing time sheets or questions
- Compiles various payroll reports as necessary and required
- Assists with payroll tax filings, quarterly 941 reports and annual filings
- Assists with quarterly Multiple Worksite Reports
- Assists with EEOC, COBRA, ACA, W2, Virginia New Hire, VEC and other reporting as required

- Prepares all health, dental, vision and other related deduction reconciliations and wire transfers
- Assists with the VRS & ICMA monthly reporting and reconciliation and corresponding accounts payable wire transfer
- Assists with monthly and quarterly ICMA reconciliations and changes
- Assists with VRS wire transfers

### **PSA Billing:**

- Assists with entering payments and data into billing system
- Assists with running daily reports and balancing
- Assists with composing correspondence for mass mailings
- Provides office coverage when required
- Assists with accounts receivable
- Assists with adjustments and corrections to accounts
- Assists with maintenance of data bases and mailing lists
- Other duties as assigned

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

- Knowledge of time computation per the Fair Labor Standards Act ("FLSA") requirements
- Ability to review a variety of financial data for the County and PSA payroll for accuracy, completeness and conformance with all federal, state and established accounting standards
- Knowledge and maintenance of personnel and confidential files for employees
- Ability to routinely prepare correspondence and emails
- Ability to make entries in the payroll system and other records
- Ability to maintain various spreadsheets and data bases
- Skills necessary to cross train other staff members
- Thorough knowledge of English, spelling and arithmetic
- Ability to interpret and apply policies and procedures
- Ability to design complex forms and spreadsheets
- Ability to plan and supervise the work of others
- Ability to maintain and establish effective working relationships
- Ability to communicate proficiently
- Ability to perform effective time management
- Ability to follow oral and written instructions
- Ability to exercise diplomacy and confidentiality

**ADA REQUIREMENTS:** Ability to sit at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write and to exchange information, ability to file papers, ability to lift and carry up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

### **EDUCATION AND EXPERIENCE:**

- Associates Degree in Accounting required, Bachelor's Degree in Business Management and/or Accounting preferred

- Minimum of two years of payroll related experience required
- Previous experience in calculating time per FLSA standards, payroll processing and computer operations; i.e., reporting standards and leave deductions, leave computation, State and Federal tax reporting, preparation of W-2's, Form 941, Virginia Retirement System, ACA, COBRA, EEOC, VEC reports etc.
- Experience with various accounting functions as they relate to payroll
- Proficiency with Excel and other computer and payroll related programs
- Must possess excellent oral and written communication skills

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of new payroll laws and regulations for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

