

PAYROLL CLERK/ACCOUNTING ASSISTANT I **Pulaski County**

Department: Payroll/Finance/Human Resources

Reports to: Human Resources Director

Supervision Exercised: None

Supervision Received: Minimal instruction and supervision after orientation period. Works under general direction of the Pulaski County and Pulaski County Public Service Authority Payroll Supervisors and Finance Director.

Classification: (FLSA): Non-Exempt, Full-time (40) hours per week

Job Summary

The essential functions of the Payroll Clerk/Accounting Assistant I position are to assist in the Pulaski County and Pulaski County Public Service Authority payroll record keeping process. The position will also assist with accounting and human resource duties. Performs other work as requested in the finance department.

Job Requirements

- Possess a minimum of an Associates Degree in Accounting accompanied by previous experience in payroll, human resource and finance functions
- Previous experience in governmental operations and payroll preferred
- Detail orientated, ability to follow complex instructions, analyze data and work effectively and courteously with employees
- Ability to work independently and be proactive in reporting requirements
- Proficiency with Excel and other computer and payroll related programs
- Must possess excellent oral and written communication skills
- Possess a valid Virginia driver's license and successfully pass a drug test and background check
- Exercise levels of confidentiality with all work performed
- Ability to work various schedules as requested and attend webinars, workshops and pursue other opportunities to promote efficiency, teamwork and growth
- Excellent interpersonal and negotiating skills
- Seek to understand and implement County policies and procedures with Vision, Pride and Excellence
- Experience with various accounting functions

Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

Job Duties and Performance Standards include but are not limited to:

Payroll:

- Assists with calculating time and processing various payroll and related reports for County and Public Service Authority in conjunction with the Payroll Supervisors or in the absence of the Payroll Supervisors
- Be aware of current regulations and changes for payroll
- Collects and interprets data for records and reports for payroll
- Exercises diplomacy and confidentiality
- Assists with preparing EEOC reporting
- Assists with preparing payroll taxes each payroll, quarterly 941's, annual tax filings, and monthly sales tax reports
- Assists with new hire reporting
- Assists with Quarterly Multiple Worksite Reports
- Assists with annual Workers Compensation payroll audits
- Assists with reconciliation of payroll deductions
- Assists with monthly VRS reconciliation and reporting
- Assists and/or prepares COBRA reporting
- Files and maintains accurate payroll records
- Assists with reconciliation of deduction checks

Human Resources:

- Assists with employee recognition programs
- Assists with employee wellness programs
- Assists with entry and management of data in software systems
- Assists with records retention policies
- Assists with copying information for new hire orientation packets
- Assists with auditing of I-9 forms and other required documentation such as background checks and drug screenings
- Assists HR and Payroll with ACA tracking and 1095-C reporting

Finance:

- Assists or prepares monthly VRS wire transfers
- Aware of current regulations and changes for financial functions
- Collects and interprets data for records and reports for finance
- Maintains organized monthly fixed asset records
- Assists with the annual audit process
- Assists with and prepares daily cash receipting
- Assists and/or prepares financial reports and analytical data for accounting operations
- Assists with preparation of purchase orders
- Assists with documentation and maintenance of AP vendor files

Knowledge, Skills, and Abilities:

- Ability to apply accounting principles, logical thinking and make determinations in problem solving
- Ability to work with various internal and external departments, banks, and auditors
- Ability to evaluate, make quantitative recommendations for the efficient financial operations of the County, Public Service Authority and Economic Development Authority and the Finance Department functions in conjunction with the Finance Director, Human Resources and Staff Accountant through use of mathematical and algebraic applications
- Skills to negotiate and exchange ideas to arrive at solutions
- Proficient ability in utilization of financial software and equipment
- Ability to apply accounting principles and logical thinking to collect data, define principles and make determinations for problem solving
- Attention to accuracy and detail
- Willingness for continued education and certification maintenance as required

• 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: _____