

**PUBLIC SERVICE AUTHORITY PAYROLL COORDINATOR  
Pulaski County**

**Department:** Finance

**Supervision Exercised:** None

**Supervision Received:** Assistant Finance Director. 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):** Exempt/Full-Time

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required.

**Essential Employee:** No

**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.

**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. Also requires the possession of a valid driver's license issued by the Commonwealth of Virginia. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**RESPONSIBILITIES:**

- 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

## PSA Payroll Coordinator

- Files payroll taxes, quarterly 941 reports and annual filings for the PSA
- Quarterly Multiple Worksite Report for the PSA
- Maintains and reconciles EEOC, COBRA, ACA, W2, Virginia New Hire, VEC and other reporting as required for the PSA
- Prepares all health, dental, vision and other related deduction reconciliations and wire transfers
- Complete the VRS & ICMA monthly reporting and reconciliation and corresponding accounts payable wire transfer
- Completes daily cash receipting, along with a weekly deposit
- Completes the VRS wire transfers
- Completes monthly New River Resource Reconciliation
- Create Purchase Order for the PSA
- Assists in yearly budget review with updating the salary and benefits budget spreadsheet
- Backup to the County Payroll Supervisor, including preparing the county payroll at least twice a year.
- Benefit reconciliations

### **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 verbal and written instructions
- Ability to exercise diplomacy and confidentiality
- Excellent verbal and written communication skills

**ADA REQUIREMENTS:** Ability to remain stationary at a desk and operate computer, calculator, typewriter, and other office equipment for periods of up to three hours continuously, ability to read and write and to exchange information, ability to position self to file papers, ability to move 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:**

- Bachelor's Degree in Accounting or related field is 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

**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 supervisor or County Administrator. Pulaski County Administration 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.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.

PSA Payroll Coordinator

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date