

Job Description

Payroll Clerk
Ballard County Fiscal Court

Created: 07/12/2019
Approved by F/C: 09/17/2019

The Payroll Clerk is responsible for executing payroll in a timely manner to the employees of Ballard County Fiscal Court. The Payroll Clerk shall also assist the County Treasurer and the Judge Executive Office as needed.

QUALIFICATIONS & SKILLS

- Previous experience in Payroll is desired.
- Demonstrated effectiveness in written and verbal communication
- Proficiency in Microsoft Office applications, Excel, Payroll programs, financial software
- Current knowledge of wage and hour laws is desired or must be able to obtain training
- Must be have the following: attention to detail, analyze information, thoroughness, general math skills, reporting skills, organizational skills

JOB DUTIES

- Serves as a liaison between management and employees by handling questions, interpreting payroll information
- Maintains knowledge of current payroll practices, wage and hour laws
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

PHYSICAL DEMANDS

While performing the responsibilities of the Payroll Clerk job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl; however, reasonable accommodations can be made to enable people with disabilities to perform job.