

**Lane Council of Governments
Job Classification**

Job Title:	Payroll Associate	FLSA Status:	Exempt
Division:	Administrative Services	Range:	20
Reports To:	Financial Services Manager	Last Revised:	January 2003

General Statement of Duties

Manages payroll process. Performs all payroll functions to ensure accurate, complete, and timely processing and distribution of the payroll and related reports. This includes complex duties requiring specialized knowledge and expertise and some latitude for independent decision making.

Supervision Received

Work is performed under general supervision and under applicable policies, guidelines and appropriate technical and professional standards. Work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for monetary or human resources. Decisions made within policy guidelines.

Essential Job Functions

Primary responsibility for a complex computerized payroll system, maintaining and verifying all related data. Prepares the payroll by updating payroll information, verifying timesheets, payroll journal and fringe reports. Processes the direct deposits and distributes pay stubs for outstationed employees. Acts as liaison to the bank for all direct deposit issues. Responsible for deposit of monthly federal and state payroll taxes. Provides backup for all month-end payroll reporting.

Analyzes IRS tax laws for changes to format and regulations, and ensures that the changes are incorporated into the appropriate reports.

Analyzes the payroll system to determine and recommend changes or improvements. Makes recommendations regarding the design of the fiscal/payroll computerized system. Responsible for ensuring that any changes to the system continue to result in accurate payroll calculations. Must do ongoing payroll testing to achieve this result.

Reviews personnel action forms for accuracy and enters data into the computerized payroll system.

Collects timesheets. Enters timesheets on-line for employees without computer access. Ensures timesheets are completed and coded correctly.

Responsible for the accurate and timely completion of state and federal quarterly tax reports.

Answers questions from LCOG staff regarding wages, deductions, and payroll calculations.

Reconciles the monthly health insurance bills with payroll records. Modifies billing based on payroll changes.

Coordinates with HR for benefits administration, such as health insurance, leave administration, FMLA, short term disability.

Coordinates calendar year close out, orders W-2's, analyzes IRS W-2 changes, and works with the IS staff to make sure the reporting is correct—culminating in the physical preparation and distribution of the W-2's. Prepares all federal, social security, and state year end reports.

Other Job Functions

Assists in balancing payroll accounts in the general ledger.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of payroll record keeping and reporting, and detailed math accuracy.

Considerable knowledge of computerized spreadsheets or computerized payroll system.

Considerable knowledge of laws, regulations, standards and prescribed procedures applicable to payroll.

Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.

Ability to develop procedures to streamline the payroll process.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree and at least two years of direct experience with accounting and payroll or equivalent combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.