



COUNTY OF NORTHAMPTON
EASTON, PA
Job Description

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Job Description # 1147

PAYROLL ADMINISTRATOR I

DEFINITION

The Payroll Administrator I assists and provides back-up to the Payroll Administrator II in the production of payroll in an efficient and timely manner. Work also includes compliance with all federal, state, and local payroll regulations.

SUPERVISION RECEIVED

This position reports directly to the Payroll Administrator II.

SUPERVISION¹ EXERCISED

This position provides no supervision.

ESSENTIAL DUTIES OF THE POSITION:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

Processes bi-weekly payroll program, including distribution and assuring time reports are input and verified for correct earning and overtime. Runs reports to insure all federal, state and local taxes are correct.

Maintains time and attendance system. Creates reports such as labor distribution and time records.

Processes garnishments, direct deposits and longevity checks. Processes retroactive pay and retro medical payments for all county employees.

Works closely with Human Resources and Accounts Payable staff in assuring effective implementation of new laws and/or policy in remaining compliant with the Fair Labor Standards Act.

Reconciles, prepares and files the state and federal quarterly and year-end payroll taxes in an accurate and timely manner.

Performs year end and new year set up of the payroll system which includes: reconciling the year end before rolling over the accruals to the next year, changing the Social Security and other tax limits according to the local, state and federal updates. Also updates the calendar definitions, creating the new year pay periods, ensuring that the elected officials year end annual salaries are met. Verifies the installation of the new year tax tables and setting up and updating information for W-2 printing.

¹ Supervision is defined as having the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, evaluate performance, reward or discipline other employees or responsibility to direct them or adjust their grievances; or to a substantial degree effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature but calls for the use of independent judgment.



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Generate and analyze bi-weekly payroll reports by using knowledge of different fields within the payroll database and manipulating the data into Excel to determine cost saving opportunities.

Research, compile and analyze data for special personnel and payroll projects and reports.

Responsible for costing and gathering data for the purpose of collective bargaining including assignments related to bargaining as assigned by Management.

Maintains the IFAS Accounts Payable PEID vendor system. Attends IRS seminars and training to ensure Northampton County is compliant. Ensures the proper set up of vendors as taxable/non-taxable, as well as determining which vendors require a W-9, and those that do not, according to the IRS guidelines.

Prepares and processes the year end 1099's and meets all filing and reporting requirements.

Performs general ledger account analysis and reconciliation of all payroll liability and unclaimed property accounts. Works independently with cross functional department/division supervisors to ensure the accuracy of the unclaimed property liability account activity.

Assists the Accounting Manager in the preparation of quarterly interest allocation calculations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the works is similar, related or a logical assignment to the position.

REQUIREMENTS:

A. EDUCATION: Associates Degree program with major course work in accounting / payroll or closely related field.

B. EXPERIENCE: At least two (2) years of satisfactory full-time payroll administration experience. **Note:** Full time accounting /payroll experience may be substituted for the education requirement listed above on a year for year basis.

C. CERTIFICATION/LICENSE: The following certification is required within six months from date of hire: FPC (Fundamentals of Payroll Certification).

Must attend Payroll Practice Essential Training, as required.

Employees assigned to this title will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.



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D. KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of goals, objectives, principles and practices of public payroll administration.

Thorough knowledge of principles, practices, methods and techniques commonly employed in payroll administration and compliance with federal, state and local regulations.

Skill in gathering and analyzing information for the creation of quarterly reports.

Ability to learn specific rules and regulations governing payroll administration in the County.

Ability to present ideas effectively both orally and in writing.

Ability to operate a personal computer to enter information into and secure information from established programs, including but not limited to intermediate knowledge of MS Excel and MS Word, and experience working with an ERP system.

Ability to establish and maintain effective working relationships with associates, employees, supervisors and managers.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

TOOLS AND EQUIPMENT:

Telephone, personal computer (including word processing, payroll/time and attendance/and financial software), calculator, fax machine, and copy machine.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may work at different work locations throughout the county.

The noise level in the work environment is usually quiet.

FLSA STATUS: FLSA NON-EXEMPT (eligible for overtime)

DESIGNATION: Career Service

PAY GRADE: CS-18

UNION STATUS: NON-UNION

INCUMBENT'S ACKNOWLEDGEMENT: My signature below acknowledges that I have received a copy of my job description and that I understand that it is my responsibility to perform the duties of the position.

Employee's Signature

Date

Print Employee's Name: _____

This signed copy shall become part of the employee's permanent personnel file.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.