



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PAYROLL SPECIALIST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs specialized payroll functions. Provides assistance on all payroll operations and activities such as time and attendance system, payroll adjustments, payroll interfaces, garnishments, and payroll runs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors biweekly time and attendance system reporting, and assists timekeepers and coworkers in solving system problems.

Researches payroll problems and time entry anomalies, identify and calculate payroll adjustments, and process these adjustments through the County's automated systems

Calculates and prepare special payroll checks, including supplemental checks, replacement checks, and check reversals

Performs gross-to-net computations for payroll involving tax exempt and tax deferred deductions, and cash and non-cash benefits

Processes IRS and court orders, including child support garnishments, tax levies, federal bankruptcy orders, and student loan garnishments

Counsels employees on tax options and withholding, garnishment and levy procedures, and payroll deductions

Writes/drafts routine correspondence

Responsible for responding to inquiries and/or requests for data and/or reports

Compiles statistical and payroll data from a variety of sources to provide summaries to other personnel

Consults with a variety of internal and external parties for the purpose of ensuring accurate payroll processing

Reconciles payroll accounts to maintain accurate data

Reviews and corrects amended time sheets

Assists all the departments with corrections to time sheets and other reports

Maintains all records accurately

Will process change of status forms, deduction changes, court orders and verification of employment

Generates payroll reports as needed

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or related field

Three (3) years of experience in payroll with at least one (1) year experience in government payroll

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Knowledge of payroll, tax programs, and general personnel and payroll policies and procedures

Knowledge of automated accounting and payroll systems

Skill in identifying and resolving problems or situations requiring the understanding of payroll principles and the exercise of good judgment

Able to type sixty (60) words per minute and use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

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

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations