

**Beaver County, Pennsylvania
JOB DESCRIPTION**

**POSITION TITLE: Payroll Coordinator
DEPARTMENT: Payroll**

POSITION OVERVIEW

The purpose of this position is to compile payroll data, enter data into software system, and maintain payroll records. This position will ensure that county employees are paid in an accurate and timely manner; that all withholding is executed and reported accurately; compliance with county bargaining agreements and county policies and prepare all necessary payroll reports. Answers phone and general questions regarding payroll issues. Possess the ability to work with the public, employees and vendors. This position will involve confidential information which requires confidentiality at all times.

ESSENTIAL FUNCTIONS

- Maintain and update wages and deductions, and enter data into various computer systems.
- Data entry by entering employee time and time off from time sheets on a biweekly basis.
- Enter all data for new hires for the payroll system.
- Record employee information, such as exceptions, transfers, and resignations, in order to maintain and update payroll records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Communicate with employees and other individuals to answer questions, and explain information regarding payroll.
- Maintain and update filing
- Answer telephones, direct calls and take messages.
- Completes the payroll process
- Reviews and prepares required payroll reports
- Familiar with all union contracts in order to calculate accrual amounts, vacation, sick, personal, PTO, FMLA and to ensure accurate payment of wages per union contract.
- Other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

High school diploma. Three to five years payroll experience. Knowledge of administrative, clerical procedures and systems. General knowledge of computers and data entry experience is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations and to transmit information to employees, management, and third parties. Treat employees and outside vendors, with respect and in a courteous manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Payroll Coordinator

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Most tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.