



County of Calhoun

Job Description

Job Title: Payroll and Benefits Administrator

Department: 100 - Administration

Reports To: Human Resources

FLSA Status: Non-Exempt

Prepared Date: 7/8/2022

Approved By: B Roberson

Approved Date: 7/8/2022

Summary

This position will handle the payroll and benefits operations of the County and will serve in an administrative assistant capacity to the administration suite.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Analyzes, reviews, corrects, and enters timesheets bi weekly in computerized system.
- Processes bi weekly payroll and all related reports (941's, retirement, state returns, W-2's, unemployment, and insurance billing).
- Assists the HR Director with the benefit program.
- Monitors and records payroll and personnel changes.
- Greets citizens and clients; answers routine inquiries or refers to appropriate agency personnel;
- Provides clerical and administrative support to included but not limited to; coordinating schedules and making appointments; routine correspondence; and other similar duties.
- Organizes and maintains file system, and files correspondence and other records.
- Orders and maintains supplies, and arranges for equipment maintenance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ideal candidate must be detail oriented, highly organized and have excellent phone and communication skills. Ability to maintain a high level of confidentiality. Must be able to prioritize duties and meet payroll deadlines.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Strong working knowledge of Excel and Word, experience processing payroll and benefits administration.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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