

POPE COUNTY
JOB DESCRIPTION

PAYROLL DEPUTY

DATE PREPARED: 07/25/2022

SUPERVISOR: TREASURER

SUMMARY

A Payroll Deputy performs payroll accounting and administrative duties including processing payroll, setting up deductions, auditing payroll, auditing payroll reports, processing tax forms and resolving payroll issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as well as any other duties that may be assigned:

- Compute earnings of workers by referring to their annual salary or timesheet to discover hours worked
- Maintain the online payroll timesheet program "On Time"
- Perform calculations from timesheets, verify department timesheets against current Budget and Schedule of Salaries
- Calculate deductions such as income tax withholding, Social Security payments, insurance, and other employee deductions
- Process and monitor garnishment orders which include child supports, tax levies, student loans, WRIT of Garnishments, etc.
- Verify pay adjustments
- Collect banking information for direct deposit setup
- Initiate and process payroll during appropriate time frame, create ACH direct deposit file, upload to bank for verification
- Create direct deposit slips and initiate distribution
- Maintain and document all payroll records
- Respond to employee inquiries regarding payroll issues or concerns
- Research, analyze and resolve payroll related problems or questions
- Compile tax and payroll reports for both internal and external purpose, submitting payments in a timely manner for Federal and State Tax Deposits
- Enroll new hires in APERS Compass, create bi-weekly retirement reports, upload and verify in Compass. Submit on-line payments
- Assist in balancing and printing annual W-2's as needed
- Must be self-disciplined to maintain private protected information strictly confidential

- Maintain year-to-date Salaries Spreadsheet and compare against current budget in a timely manner
- Assist elected officials and department heads with annual budgeting process
- Balance payroll monthly with County Clerk
- Reconcile and pay monthly bills for Southern States Police Benevolent Association (SSPBA) and LegalShield
- Attend required HR training
- Maintain documentation of part-time hours for ACA lookback period and APERS eligibility
- Assist as needed with Worker’s Compensation, Family Medical Leave Act (FMLA), and Catastrophic Leave. Maintain leave hours used for payroll purposes
- Assist with mail and answering phones as needed
- Audit Health, Dental, Vision, Life and AD&D insurance deductions against billing
- Conduct part-time and full-time new hire orientation as needed
- Must become familiar with Pope County’s Benefit package including the following:
 - a. Arkansas Public Employees Retirement System (APERS)
 - b. Telcoe Federal Credit Union
 - c. Catastrophic Leave Program
 - d. AFLAC and HealthEquity FSA
 - e. LegalShield
 - f. Health Insurance
 - g. Dental Insurance
 - h. Vision Insurance
 - i. MASA Medical Transport Solutions
 - j. Group Life and LTD
 - k. Additional VGL, AD&D and STD
 - l. AIG Valic Deferred Compensation
 - m. SSPBA

MATHEMATICAL SKILLS

Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to compute rate, ratio, and percent and to create and interpret spreadsheets.

REASONING ABILITY

Must be able to collect and analyze data and define problems. Establish facts and draw valid conclusions.

INTERNAL COMMUNICATIONS

Regular contacts with County officials, department heads, employees, and Quorum Court members.

EXTERNAL COMMUNICATIONS

Regular contacts with vendors, citizens, providers, federal, state, and local representatives as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer and thorough knowledge of Microsoft Word, Excel, AIS payroll program and other related software programs. Must be able to effectively operate standard office equipment.

OTHER SKILLS AND ABILITIES

Must utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must be able to establish and maintain effective working relationships with County officials, department heads, Quorum Court members and employees.

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 and expectations.

While performing the functions of the job, the employee is regularly required to be able to speak as well as hear conversation. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, climb or balance; stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIROMENT

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

While performing the functions of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

This position requires a great deal of multi-tasking and the ability to complete projects during stressful situations. This position may also involve working regular and irregular hours as well as weekends and/or holidays as needed due to bi-weekly payroll processing and related deadlines.