



Gloucester County Job Description

POSITION:	Payroll Coordinator
DEPARTMENT:	Finance
JOB CODE:	A471
FLSA:	Non-Exempt
GRADE:	110

GENERAL STATEMENT OF JOB: Under supervision, this position is responsible for performing professional work by administering the County payroll function. Work involves monthly payroll processing, payroll reporting and filing related payroll taxes. The position routinely deals with sensitive and confidential matters, and requires sound judgment, personal initiative and discretion in completing assigned tasks. Reports to the Accounting and Payroll Manager.

ESSENTIAL JOB FUNCTIONS:

1. Prepares, maintains and audits County payroll to include time and attendance records; identifies errors, inconsistencies, and omissions in areas of work responsibility; computes wage and overtime payments, special pays, and special withholdings; prepares data for entry in computerized payroll system by resolving discrepancies; processes checks; coordinates direct deposit function; electronically transmits file and investigates and resolves discrepancies; prepares and distributes reports detailing departmental payroll expenditures
2. Computes withholding for mandatory wage attachment deductions (e.g., garnishment, tax liens, child support orders, bankruptcy orders, and student loan garnishments, etc.); sets up payroll deduction; maintains wage attachment deduction logs; and processes payments.
3. Calculates and prepares general ledger entries, balances general ledger payroll accounts on a regular basis.
4. Prepares, reconciles and files all payroll reports and ensures payment of related payroll taxes, including quarterly and annual payroll reports.
5. Conducts fiscal and calendar year-end reconciliations; generates W-2s and corresponding state and federal withholding statements; files statements with proper agency.
6. Reviews and approves monthly compensation board report.
7. Prepares, reconciles, and files a variety of federal and state reports such as 941's, quarterly wage reports, VA-16 Multiple Work-Site Report, and W-2's.
8. Assist in the preparation of the personnel salary and benefits portion of the annual operating budget.
9. Assist with coordinating the maintenance and management of payroll software and databases.
10. Assists directors, supervisors and employees with interpreting county payroll policies and guidelines; stays current on legislative developments for payroll; assists with policy revisions, development, and implementation.
11. Administers the County's Taxable Fringe Benefit Policy
12. Responsible for records management within assigned area of responsibility, retains and destroys records in accordance with state and federal laws and regulations, purges documents for destruction.
13. Maintains working knowledge of accounts payable to serve as back up for accounting when required.

14. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in an office environment. Equipment used is standard office equipment to include personal computer, telephone, copier, fax, printers, and shredder.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of federal, State and local laws, rules and regulations governing payroll reporting and related federal and state tax procedures.

General knowledge of organization, functions and programs of municipal governments.

Proficiency in the use of computer systems, Microsoft Office programs (Word, Excel, and Outlook), and various office machines.

General knowledge of the principles, procedures and practices of established accounting transactions.

General knowledge of the current literature, trends, and developments in the field of employee relations, and payroll administration.

Ability to quickly develop working knowledge of the software and databases.

Ability to effectively manage priorities, meet deadlines, and manage time.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to exercise tact and courtesy in frequent contact with employees, outside service vendors or agency representatives, and the general public.

Ability to handle confidential personnel matters.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent.

Two (2) years of related work experience; local government accounting/payroll and human resource experience preferred.

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

None

PHYSICAL REQUIREMENTS:

C = Continuous – over 6 hours a day F = Frequent – between 3 and 6 hours a day	O = Occasional – less than 3 hours a day I = Intermittent–several times a week/month	P = Periodic – several times a year N/A = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☐	☒	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☐	☒
51 to 75 lbs.	☐	☐	☐	☐	☐	☒
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☐	☒	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☐	☒
51 to 75 lbs.	☐	☐	☐	☐	☐	☒
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

MOVEMENT	C	F	O	I	P	N/A
Carrying	☐	☐	☒	☐	☐	☐
Bend/Stoop/Twist	☐	☐	☐	☒	☐	☐
Kneel/Crawl	☐	☐	☐	☐	☐	☒
Reach Above Shoulders	☐	☐	☒	☐	☐	☐
Reach Below Shoulders	☐	☐	☒	☐	☐	☐
Grasp/Squeeze	☐	☒	☐	☐	☐	☐
Climb Stairs/Ladder	☐	☐	☐	☐	☐	☒
Uneven Walking Surface	☐	☐	☐	☐	☒	☐
Even Walking Surface	☐	☐	☒	☐	☐	☐

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	☒	☐	☐	☐	☐	☐
Move, Traverse (walk)	☐	☐	☒	☐	☐	☐
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	☒	☐	☐	☐	☐	☐

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	☒	☐	☐	☐	☐	☐
Motor Vehicle	☐	☐	☐	☐	☐	☒
Vehicle requiring CDL	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	☐	☐	☐	☐	☐	☒
Electricity	☐	☐	☐	☐	☐	☒
Power Tools	☐	☐	☐	☐	☐	☒
Chemicals	☐	☐	☐	☐	☐	☒
Fumes	☐	☐	☐	☐	☐	☒
Heights	☐	☐	☐	☐	☐	☒

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	☒	☐	☐	☐	☐	☐
Outdoors	☐	☐	☐	☐	☐	☒
Extreme Heat	☐	☐	☐	☐	☐	☒
Extreme Cold	☐	☐	☐	☐	☐	☒
Dusty	☐	☐	☐	☐	☐	☒
Excessive Noise	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	☐
Color Vision	☐
Peripheral Vision	☐
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	☒