



Payroll Analyst

Job Description

Department: Human Resources Management
Position: Career Service
Starting Step: 34, Table 14
Supervisory: No
Reports to: Compensation and Benefits Manager

Summary

The payroll analyst is responsible for monitoring all tasks necessary to accomplish the organization's payroll processing objectives, including relationships with external auditors, state, and federal agencies.

Essential Functions

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

1. Ensure accurate preparation and balancing of county-wide biweekly payroll. Monitor inputting and recording of employee work hours. Enter changes and answers questions relating to employee earning and employee withholdings including state taxes, federal taxes, social security, retirement, and insurance. Analyze, prepare, and input payroll data.
2. Administer sick leave and vacation accruals. Ensure sick leave conversion elections are processed accurately.
3. Create direct deposit file and initiate transfer of funds. Print and distribute direct deposit statements and checks.
4. Process and follow up on wage garnishments and levies by federal, state, and county court orders.
5. Make federal withholding tax deposits, reconciles, and generates checks for payroll deductions/benefits with various private, state, and federal agencies.
6. Maintain proper employee documentation related to W-4's and issue annual W-2's.
7. Prepare weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, etc.) for management.
8. Stay current on payroll systems to achieve alignment with HR benefits to ensure effective accounting support.
9. Facilitate management and employee understanding of payroll procedures.
10. Reconcile and process purchase orders for payroll liabilities which may include taxes, garnishments, child support, membership dues, charitable contributions, etc.
11. Process emergency pay vouchers as requested.
12. Train time entry clerks as necessary.

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Class Code: 2284
Class Title: Payroll Analyst
FLSA: Exempt
Effective Date: Pending
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No

13. Make recommendations for modification to programs, as needed.
14. Exemplify the desired culture and philosophy of the organization.
15. Work effectively as a team member with the other members of management and the HR staff.

Competencies

1. Organizational Skills
2. Communication
3. Financial Management
4. Critical Evaluation
5. Relationship Management
6. Business Acumen
7. Ethical Practice
8. Maintain Confidentiality

Knowledge, Skills, and Abilities

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to conduct group training
8. Ability to maintain files, records, and reports
9. Ability to make decisions free from personal bias
10. Ability to maintain confidentiality
11. Ability to multitask, prioritize tasks, and meet deadlines
12. Ability to work under pressure

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

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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 use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Position Type/ Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday, and must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

There is no travel required for this position.

Required Education and Experience

1. Associate’s Degree in Human Resources, Business Management or a related field. Four years work experience in human resources may be considered in lieu of a formal degree.
2. One year experience working with payroll administration or processing payroll in a human resource environment

Preferred Education and Experience

1. Bachelor’s degree in business, human resources, or generally-related field.
2. Professional in Human Resource Certification (PHR), or SHRM-Certified Professional (SHRM-CP).

Additional Eligibility Qualifications

1. Current HR certification (see above) or ability to obtain certification within one year of employment.
2. Must pass a typing test at or above 35 WPM net.
3. Selected applicants may be subject to, and must pass, a background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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