



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Payroll Specialist**
Schedule: **Full-time with Benefits**
Department: **Human Resources**

Salary: **\$23.00 - \$24.50 per hour DOE**
Closing Date: **Open Until Filled**

Education/Experience/Training:

- Associates Degree in Accounting or a Certificate in Accounting from a technical school is required **and** two (2) years of experience in accounting, which includes payroll or general ledger responsibilities.
- Three (3) additional years of experience may be substituted for education if experience is in the areas of: adjusting and correcting entries, reconciliation, payroll processing, assisting with financial statement preparation and year-end closing entries.
- Experience and a working knowledge of the KRONOS Workforce Central and NEW WORLD ERP Systems is preferred.
- Experience in governmental accounting and reporting principles and procedures is preferred.

Licenses:

- Valid Driver's License issued by the State of Montana.

Job Summary

The Payroll Specialist is primarily responsible for a variety of payroll and personnel accounting functions for the Human Resources Department. The Payroll Specialist is responsible for coordinating or performing various payroll, accounting, benefits, compensation, reporting and budgeting functions and performing a variety of other duties as assigned. The Payroll Specialist is responsible for compiling and maintaining county employee time and payroll data to ensure that employees receive accurate and timely paychecks in accordance with established procedure and applicable law. The Payroll Specialist performs accounting work related to payroll, general ledger and financial/tax reporting.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Compile and audit employee time and enter payroll data changes and new employee set up. Set up and maintain timekeeper authorities and change withholding deductions and direct deposits based upon employee direction. Ensure wages are processed according to county policies and applicable regulations and that regular and special payrolls are processed and distributed in a timely manner; Executes detailed procedures to calculate and produce payroll checks and ACH/Direct Deposits. Receipts and distributes payroll deposits to appropriate funds. Ensures that payroll and benefits costs are charged to correct cost centers. Recommends procedural changes and oversees the implementation of approved changes; Balances and reconciles deductions to payroll records and executes payments from payroll withholding and county contributions. Prepares, balances and submits quarterly deposits of withholding for federal and state taxes, social security unemployment, workers' compensation and all bi-weekly/monthly retirement, health insurance, life insurance, flexible benefits, union dues and pension funds. Enters general ledger distribution information; Process monthly, quarterly and annual reports for state and federal government, including but not limited to, 941, W-2, unemployment, workers' compensation, etc. and timely submit reports on distributions; Generates and balances general ledger reports on payroll expenditures, identifies and corrects errors and uploads to accounting system. Ensures proper allocation of payroll distribution for budget tracking purposes. Generates and sends bills for payroll reimbursement. Uploads information to accounting system; Creates, balances, reconciles, modifies and distributes payroll reports. Prepares annual payroll summary reports and other periodic reports for year-end balancing. Assists with YTD/QTd balancing. Provides data in response to payroll related inquiries. Generates, balances and submits W-2 reports, prints and distributes employee W-2 forms; Assists and coordinates with the Accounting Department with End of Year balancing, adjustments and journals; Establishes and coordinates time keeping procedures for county departments. Assists with the development of electronic time cards and use of time clocks. Inputs, audits and adjusts time card data. Advises, assists and trains department timekeepers on time reporting and payroll related issues; Updates information and maintenance of payroll system: hour types, pay matrixes, calculates and enters wage garnishments, enters cost center coding, enters direct deposit information and updates benefits and deductions, sets annual payroll calendar, writes, edits or troubleshoots pay/deduction/tax formulas and algorithms, coordinates with technical support. Tracks and implements changes related to minimum wage and other related laws, legislation and regulations; Maintains compensatory time, vacation and sick leave records, calculates and distributes time used against balances, notifies employees of deducted and credited leave, submits documentation for employee records; Prepares, posts and reconciles information in the general ledger system. Reconciles outstanding warrants, revenues and expenditures. Prepares spreadsheets to support accounting functions as needed; Assists with the administration of flexible spending accounts; Maintain records of payroll deduction items and work with internal and external auditors and/or accounting staff to reconcile payroll liability accounts. Support accounting staff and/or budget officer in preparation

of salary information for budget spreadsheets and bi-weekly general ledger posting; Maintain position budgeting to ensure accurate budget development; Regular contact with other departments, employees and the general public to furnish, obtain or relay factual payroll and personnel information, coordinate work activities and conduct payroll procedures. Work with department level timekeepers to correct all errors in time reporting, general ledger coding and policy compliance; Provides lead direction and training for department level time keepers and supervisors and employees on complex time reporting issues. Work with employees to explain how the payroll system works and answer any questions they may have regarding their checks; Provides cost estimate calculations to departments for grant preparation, vacancy savings, etc. as requested; Compile statistical reports, statements and summaries related to pay and benefits and submit them to appropriate elected officials, department heads, commissions and county officials as directed by the Human Resources Director; Maintain payroll files and information according to record retention schedule; Calculates and prepares collective bargaining proposal and counter-proposal costs; Performs other duties as assigned by the Human Resources Director, which includes special projects, participating in training and a variety of other functions as needed.

Knowledge and understanding of:

Automated accounting systems and use of spreadsheets; On-line banking services; Federal, state wage and hours laws and related administrative rules and regulation; Payroll, accounting and bookkeeping rules, procedures and principles; Governmental accounting and reporting principles and procedures; Business computer applications such as word processing, spreadsheets and databases; County policies and collective bargaining issues related to compensation, leave and benefits.

Skills in:

Use of automated accounting systems and on-line banking services; Use of personal computer using spreadsheet, data base and word processing applications; Use of a calculator and other modern office equipment; Attention to detail and reading comprehension; Critical thinking; Customer service and communication; Time management and organization.

Ability to:

Perform complex detailed work with a high degree of accuracy; Perform moderately complex mathematical calculations accurately; Reconcile computerized output with source documentation and to make corrections; Reconcile bank accounts on a monthly basis and submit necessary reports; Plan and execute a work plan with multiple deadlines; Proficiently operate a computer to complete required job duties; Maintain excellent time management and organizational skills; Observe established lines of authority; Read, review, interpret and comprehend information and ideas presented orally and in writing; Retain large volumes of information; Handle a multitude of tasks under fixed time lines; Work with continual interruptions; Accept responsibility and be self-motivated; Follow verbal and written instructions; Adhere to strict confidentiality guidelines; Interpret regulations, rules and policies to make responsible decisions in accordance with established policies and procedures; Work independently and as a team member with minimal supervision; Demonstrate punctuality and observe work hours; Work outside normal hours to accommodate varying workloads and deadlines; Coordinate work as part of a team and establish and maintain effective working relationships with diverse individuals and groups; Promptly respond and handle difficult or emotional complaints from the public while maintaining composure; Communicate in a professional and effective manner with others, both orally and in writing; Interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations; Display sound judgment and decision-making skills within established policies and procedures in stressful situations; Identify problems that adversely affect the organization and its functions and offer positive recommendations and suggestions for improvement.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER