DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

Accounting and Budgets

Job Description: Payroll Clerk
Department: Accounting and Budgets
Reports To: Director of Accounting and Budgets
Prepared Date: May 31, 2009

PRIMARY DUTIES AND RESPONSIBILITIES:

PAYROLL CLERK

Typical Duties:
Process and issue employee paychecks and statements of earnings and deductions for County General and Solid Waste Department. Compute wages and deductions, and enter data into computer. Compile employee time and payroll data from timesheets and other records. Verify departmental payroll for accuracy. Review timesheets, wage computation and other information in order to detect and reconcile payroll discrepancies. Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records. Complete, verify, and process forms and documentation for administration of benefits such as pension plans and medical insurance. Process retirement report, tax deposit, bankruptcy payments and disburse proper reimbursement to Trustee Department. Maintain confidentiality of information.

BENEFIT SPECIALIST
General Purpose
Under general supervision, perform a wide range of an accounting or customer service duties related to administration of group insurance and employee benefits for County employees, retirees and their dependents.

Typical Duties:
Verify payments and deductions and reconcile monthly billing for group insurance and optional employee benefits for County employees, retirees and their dependents. Involves: Interview new employees and explain benefit options, employee deductions and County contributions, maintain accurate records, update status changes including new employees, changes in department status, terminations or transfers. Assist in the annual open enrollment process. Distribute and explain plan information, audit employee/retiree plan selections, and update plan selections in payroll system. Reconcile monthly payment to insurance companies, audit status changes and reconcile billing statement.
ACCOUNTING

Typical Duties:
Solid Waste Fund: Issue purchase orders, organize incoming invoices and statements; assign transactions to correct accounts and sub-accounts, ensure documents are accurate and have been approved by the relevant authority; process invoices, verify vendor data, create vendor information on computer system, and verify attachment and checks proper information for enclosures and remittance. Communicate verbally with vendors regarding missing documents, changed orders or pricing, account charges, balances. Verify vendor statements, trace missing invoices and payments.
Monthly billing and collections for the Solid Waste Department for dumping fees. Forward outstanding balances to the county attorney for collections.

CLERICAL

Typical Duties:
Receive, screen, direct and make telephone calls; take and relay messages. Use standard office equipment such as computer, calculator, photocopier, fax machine, and postage machine. Greet visitors, answer questions or provide referral to appropriate person. Maintain filing system.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed.