Payroll Accountant

Nature of Work

This is very responsible accounting and administrative work involving responsibility for all payroll operations for Maury County employees paid through the general fund, Central Maintenance, Animal Shelter, Highway Department and Solid Waste department and preparing special payrolls for county commission and election commission as necessary. Activities associated with the position include calculating payroll hours from employee time sheets and cards, posting vacation and sick days, maintaining employee payroll records and information, entering data into the county computer system, printing checks and check registers, making payments to employee benefit providers and reconciling payroll transactions following each payroll. The incumbent is also responsible for assisting with computer back ups, maintaining and updating spreadsheets to accurately project budgets for employee wages and fringe benefits, overseeing direct deposit processes, supervising the activities of accounting staff that occasionally assist with payroll functions and assisting with other financial activities when necessary. Job responsibilities require a strong accounting background, thorough experience with preparing employee payrolls and payroll reports, strong organizational, interpersonal and decision making skills, thorough experience with employee fringe benefit programs and dedicated attention to detail. Job performance is evaluated by the Director of Accounts and Budgets through review of the accuracy and timeliness of all financial transactions, knowledge of the laws and regulations governing employee payroll and fringe benefit programs and processes, ability to meet required deadlines and organizational, decision making and interpersonal skills. Job duties are also subject to audit by the State of Tennessee.

Illustrative Examples of Work

- Compiles employee timesheets and/or time cards and enters into the computer.
- Posts and records the accumulation and use of vacation days, sick days and compensatory time.
- Maintains confidential employee information and files and updates as necessary.
- Calculates garnishment amounts depending upon the hourly rate of the employee and state regulations.
- Prints payroll checks and reports and distributes according to established procedures for general fund employees, Highway Department, Solid Waste Department, Central Maintenance, Animal Shelter, County Commissioners and Elected Officials.
- Processes payroll checks including any attachments and/or notifications.
- Reconciles payroll deduction accounts including federal and state taxes, employee benefits, and other legally authorized deductions; issues checks to the appropriate entity or provider.
- Prepares information for accounts payable checks to cover all payrolls.
- Runs retirement reports for the Tennessee Consolidated Retirement System (TCRS) and balances employer and employee contributions.
- Completes wage statements for workers compensation, loan applications, child support

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enforcement forms, etc.
-Processes early retirement applications, new employee information, employee termination
information, etc.
-Overssees and directs the activities of other accounting staff that occasionally assist with payroll
operations.
-Prepares for year-end by compiling information and preparing W-2's for all current employees
and those terminated during the calendar year.
-Prepares monthly and quarterly federal and state payroll reports including 941's, FICA, FUTA,
EEOC reports, etc.
-Determines priorities for daily activities to meet established deadlines and complete all job tasks
and assignments.
-Maintains and updates spreadsheets to accurately project budgets for employee wages and fringe
benefits.
-Furnishes reports pertaining to payroll to various departments upon request.
-Maintains and troubleshoots hardware components and software programs utilized for payroll
recordkeeping and processing.
-Assists with finance department operations by answering the phones, backing up computer data,
delivering checks, making bank deposits, opening and sorting mail and assisting other office
personnel when necessary.
-Performs related duties as required.

**Necessary Requirements of Work**

Graduation from an accredited four year high school supplemented with additional course
work in bookkeeping, accounting or related field; thorough experience in governmental
accounting; strong organizational, interpersonal and decision making skills; ability to maintain a
high degree of accuracy and attention to detail; a thorough understanding of computerized
accounting applications; or any combination of education and/or experience to provide the
following knowledge, abilities and skills:

-Thorough knowledge of payroll processes and procedures including all federal, state and local
taxes, employee benefits, allowable deductions, etc.
-Thorough knowledge of Maury County Personnel Policies and Procedures.
-Considerable knowledge of federal and state laws and regulations pertaining to employment and
labor relations including EEOC, OSHA, FLSA, FMLA, etc.
-Considerable knowledge of payroll tax structures, allowable exemptions, and withholding tables
for various payroll schedules.
-Considerable knowledge of Maury County Finance Department operations including fund
accounting, payroll accounts and employee benefits.
-Considerable knowledge of federal, state, and local government accounting practices and
procedures (including GAAP accounting guidelines).
-Considerable knowledge of proprietary computerized accounting applications and other
commonly utilized programs including word processing, database management and spreadsheet
applications.
- Considerable knowledge of the structure and financial interface of Maury County Government offices and departments.
- Considerable knowledge of confidentiality regulations pertaining to Protected Health Information as required under HIPAA.
- Considerable knowledge of auditing procedures and protocols.
- Ability to prioritize daily, weekly and monthly activities to meet all established deadlines and reporting requirements.
- Ability to maintain all work related documents, ledgers, and records in an organized, confidential and accessible manner.
- Ability to maintain detailed records of all monetary and personnel related transactions.
- Ability to manage multiple tasks and assignments in an organized and efficient manner.
- Ability to interact in a considerate, tactful, and professional manner with co-workers, local officials and the public.
- Skill in the use of contemporary office equipment including calculators, FAX machines, copiers, computer terminals, and multi-line phone systems.
- Skill in the use and application of proprietary accounting software programs and other commonly utilized software programs including word processing, database management and spreadsheet applications.

**Necessary Special Requirements**

- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.
- Must be bondable.

**Physical Requirements**

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside environmental conditions