



## **PAYROLL ANALYST I**

**DEFINITION:** Under direction of the Auditor-Controller, independently maintains and processes payroll records and reports for accounting of salaries and wages, accruals, deductions and other payroll functions for the County, Special Districts and the Courts.

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry level and first working level. Incumbent initially works under closer supervision while performing duties.

### **ESSENTIAL JOB DUTIES:**

- Compiles and maintains the County's payroll and associated employee records for Inyo County, Special Districts and the Courts
- Performs research using Federal, State and County laws, rules and regulations to resolve issues and questions
- Audits, corrects and approves all payroll transaction documents before posting
- Processes all retroactive pay and special payrolls
- Responsible for payment of payroll deductions, wage assignments, payroll taxes for the County and Special Districts
- Prepares payroll tax reports and maintains year-to-date control figures for preparation of W-2 forms and other year-end reports
- Prepares and reviews memoranda and correspondence concerning payroll records requested by County departments, employees, Internal Revenue Service, Employment Development Department, Department of Labor, County Courts and other agencies
- Provides payroll clerks in other departments with procedures, calendars, guidelines and directives needed to accomplish payroll functions
- Under the direction of the Auditor, acts as liaison with Human Resources and Information Services staff on matters of personnel administration, coordination and maintenance of the County's payroll-personnel system
- Maintains accurate and up-to-date listings of all check corrections, canceled checks and refunds
- Maintains all payroll files
- Maintains security and confidentiality of payroll records of all current and former County employees
- Processes direct deposits
- Withholds and distributes voluntary deductions
- Interprets Memorandums of Understanding and other policies that affect payroll
- Effectively organizes workflow and establishes priorities to meet deadlines
- Performs miscellaneous payroll functions plus clerical and accounting work as required

### **EMPLOYMENT STANDARDS/EDUCATION & EXPERIENCE:**

**Experience and Training:** High school graduate or equivalent with four years of increasingly responsible financial record keeping and analytical work experience with a strong accounting background. Prior payroll experience with a governmental entity is preferred.

**KNOWLEDGE OF:**

- Principles, practices, regulations and procedures related to the preparation and processing of payroll and benefit administration
- Pertinent Federal, State and local laws, codes, regulations and policies pertaining to payroll and personnel
- Principles and practices of bookkeeping, accounting, financial record keeping and reporting
- Office procedures, methods and equipment
- Computer applications and techniques

**ABILITY TO:**

- Interpret and apply County policies, procedures, State and Federal laws and regulations relating to payroll accounting and benefit administration.
- Tactfully and clearly explain a wide variety of payroll and benefit procedures and policies to County personnel
- Develop and maintain cooperative working relationships with County staff, representatives of outside agencies and the general public
- Make mathematical computations quickly and accurately
- Prepare, clear, concise, and accurate records and reports
- Meet timelines and schedules
- Identify and handle confidential information
- Operate all forms of office equipment
- Utilize various software programs relevant to the position
- Communicate clearly and concisely, both orally and in writing
- Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds
- Climb and descend stairs
- Frequent telephone use

**SPECIAL REQUIREMENTS:**

- May be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles
- Must successfully complete a pre-employment background investigation
- Your position may be required to serve as a Disaster Service Worker during a County emergency