



# Payroll Administrator

## Job Description

Department: Human Resources  
Position: Career Service  
Grade: 726  
Supervisory: No  
Reports to: Compensation Manager

### Summary

Under general guidance and direction of the Compensation Manager, oversees the County-wide payroll function; performs and audits processes to ensure compliance with federal, state, and county laws, regulations, statutes, policies and procedures. Plays proactive role in recommending, developing, and implementing process and system changes.

### Essential Functions

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

1. Administer, audit, and process regular and special payrolls accurately and in a timely manner; ensure the production and issuance of paychecks or electronic funds transfers to bank accounts; resolve complex issues and monitor payroll-related records.
2. Oversee payroll compliance reporting required by federal, state and local government, and other third-party providers including the Internal Revenue Service, Social Security Administration, Utah State Tax Commission, Utah Retirement System, and Workforce Services; provide expertise and consultation, as needed.
3. Reconcile and process purchase orders for payroll liabilities, including taxes, garnishments, child support, benefits, membership dues, charitable contributions, etc.
4. Verify the accuracy and completeness of payroll-related accounts; resolve discrepancies and problems; coordinate with payroll and benefit personnel to determine the reason for the discrepancy/problem and the correct outcome.
5. Ensure proper employee documentation related to W-4s.
6. Prepare, audit, and oversee submission and issuing of annual W-2s.
7. Create specialized and customized reports; compile summary information to help management and others make data-driven decisions.
8. Partner with internal and external auditors; coordinate access to data and compilation of payroll information.

### For Office Use Only

Job Code: 2210  
Job Title: Payroll Administrator  
FLSA: Exempt  
Effective Date: 04/16/2024  
Public Safety: No

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

9. Ensure continuity of payroll; provide comprehensive and ongoing training to payroll backup; oversee recurring payroll tasks assigned to HR Analysts or others and monitor for completeness and accuracy.
10. Provide guidance and formal training to payroll personnel on the automated software system, payroll policies and procedures, compliance with FLSA and other legal requirements, and how to use the automated system to identify and resolve problems; introduce system enhancements, upgrades, and procedural changes; provide instruction regarding the same.
11. Make recommendations for modification to programs, policies, and procedures related to payroll, as needed.
12. Serve as the county's payroll expert; participate on committees for the ongoing design, development, testing, and implementation of payroll and other human resource automated systems.
13. Collaborate with programmers and consultants to identify, evaluate, and verify payroll program specifications; analyze and test results of system changes.
14. Act as liaison between payroll, benefits, departments, information systems, and finance for project code setup, labor distribution questions, and problem resolution.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively with the other members of management and the HR department.

### **Competencies**

1. Human Resources Expertise
2. Organizational Skills
3. Communication
4. Financial Management
5. Critical Evaluation
6. Relationship Management
7. Consultation
8. Leadership and Navigation
9. Decisive Decision Making
10. Business Acumen
11. Ethical Practice
12. Maintain Confidentiality
13. Global and Cultural Awareness
14. Complex Statistical Analysis

### **Knowledge, Skills, and Abilities**

- Knowledge of current human resource laws
- Knowledge of current laws affecting payroll processing
- Knowledge of Workday HRIS
- Skilled in Microsoft Office Suite

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- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to create and maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to work effectively under pressure
- Ability to work effectively in a team

### **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**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers/scanners, shredders, and filing cabinets. Work requires regular contact with the public and employees, which exposes incumbent to others' illnesses and to individuals who may be angry, agitated, or otherwise upset. The noise level in the work environment is usually moderate.

### **Physical Demands**

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee regularly works for sustained periods of time maintaining concentration to detail and is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:00 a.m. to 4:00 p.m. and must work eighty (80) hours each pay period to maintain full-time status.

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There may be 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**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Human Resources, Accounting, Business Management, or a related field.
2. Three (3) years of experience working with payroll programs.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Professional in Human Resource (PHR) Certification, SHRM-Certified Professional (SHRM-CP), Certified Payroll Professional (CPP), or related certification.
2. Knowledge of Workday HRIS.
3. Preference may be given to applicants who have a documented typing speed at or above the rate of thirty-five (35) WPM net.

### **Additional Eligibility Qualifications**

1. Selected applicants will be required to submit to a pre-employment drug screen and 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**

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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