

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Payroll Support Officer	<u>CLASS NUMBER:</u> 60214	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> 060036
<u>POSITION LOCATION:</u> 373 S. High St. 25 th Floor, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Business Systems Analyst (60006)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Payroll Support Officer classification is to ensure timely preparation, processing, and accuracy of assigned agency payroll. Train agency staff as required. Prepare financial reports.

JOB DUTIES:

Oversees assigned agency's timekeeping and payroll to maintain accurate records. Reconciles timesheets between database and payroll systems. Researches and adjusts as needed. Calculates adjustments on longevity, promotions, retro pay and tax withholding. Updates sick leave, vacation leave, family and medical leave, leave without pay, leave of absence, military leave, etc. in payroll system. Reconciles preliminary payroll register (weekly). Research discrepancies and makes necessary corrections. Obtains warrants and Electronic Funds Transfers (EFTs) from Auditor's Office. Sorts and distributes warrants and EFTs. Provides customer service to employees, (i.e., questions, technical support).

Provides accurate information to the Auditor's Office for the preparation and approval of payroll through the payroll system (MUNIS). Creates and maintains employees' benefits deductions. Prepares and submits necessary agency payroll forms to the Auditor's Office. Develops, maintains, and distributes forms and memorandums to agency staff concerning payroll processing, procedures, and changes. Generates payroll and compensation reports. Prepares financial summaries for upper management. Ensures accurate and timely processing of data submission and paperwork submitted to the Auditor's Office. Ensures compliance with laws and regulations related to payroll. Uses computer systems for processing of payroll and employee record keeping. Provides technical advice on payroll to agency staff. Researches and resolves problems and questions relating to employee payroll and benefits. Maintains appropriate documentation for audit purposes and provides for the internal control and safeguard of the agency.

Replies to inquiries from agency staff, management, and county administration on payroll related issues. Maintains knowledge of county policies and procedures, agency specific policies and procedures, and union contracts. Identifies weak internal controls and recommends procedural improvements. Assists in planning and development of employee benefits and payroll policies. Assists in implementation of new procedures. Maintains regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; workforce planning; employee training and development; public relations; agency policy and procedures; government structure and process; electronic data processing. Skill in typing; equipment operation. Ability to deal with variety of variables in somewhat unfamiliar context; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in accounting, public administration, business management, or related field with (3) years of experience in general payroll operations or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date