Position Title: Payroll Deputy/Financial Clerk IV
Date: August 13, 2003

Reports to: Chief Deputy Auditor
Department: Auditor

FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION: The employee occupying this position performs a variety of complex and technical duties related to administration of the County's payroll program and procedures. This is a confidential position that works closely with the Human Resource Manager and Personnel Analyst on employee actions and labor issues. The position requires independent judgment and discretion in dealing with County departments and employees.

Audits and processes multiple varied and idiosyncratic payrolls monthly. Prepares and maintains statistical and budget spreadsheets and reports for distribution and use by employees and management. Administers personnel policy and payroll to ensure compliance with State and Federal employment requirements relating to the Fair Labor Standards Act, ADA regulations, State Labor and Industry requirements, State unemployment regulations, Department of Retirement Systems, including labor agreements with County unions and guilds. Responsibilities include performing duties of the Accounts Payable Clerks in their absence.

Work is performed independently under the supervision of the Chief Deputy Auditor and the Auditor, with unusual or sensitive problems being referred to the supervisor. Work is reviewed through consultation, observation and on the basis of results achieved for quality, accuracy and the accomplishment of goals.

MINIMUM QUALIFICATIONS: Associates of Arts or two years vocational training which includes coursework in accounting, public administration, personnel administration and two years of progressively responsible computerized payroll/personnel experience in a multiple union environment; OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential functions of the job. Must have good written and oral communication skills, and excellent organizational skills with emphasis on attention to detail. Must be a team player who can handle stressful situations with tact and work well with others. Spreadsheet and word processing experience, and the ability to perform simple mathematical equations is required.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Responsible for the auditing, processing and posting of payroll and benefits for all County departments and their employees. Audits individual timesheets, payroll worksheets, Employee Information Sheets (EIS's), & other payroll documentation to ensure accuracy of hours, pay rates and increases, miscellaneous payroll deductions. Enters audited information
Position Title: Payroll Deputy/Financial Clerk IV

Page 2

in spreadsheets and in individual time cards in Eden/Tyler Technology system to balance with actual payroll documentation. Has knowledge of and uses varied and idiosyncratic computer programs to accomplish payroll administration.

*2. Reviews personnel actions taken by departments and Human Resources department for compliance with the language of labor contracts, personnel rules, Washington State Retirement Systems, Fair Labor Standards and other County, State and Federal regulations before payroll implementation of personnel actions.

*3. Responses daily to sensitive and confidential inquiries and requests, by phone, e-mail, mail and in person, from department heads and employees regarding varied payroll issues.

*4. Works closely and confidentially with the Human Resource Manager and Personnel Analyst in administration of labor agreements, Personnel Rules, employee programs and insurance coverage and claims.

*5. Assists department heads and employees with administration of union/guild contracts and Personnel Rules relating to payroll issues.

*6. Creates and maintains all employee master files and constants files including withholding, medical, retirement, vacation and sick leave and other information pertinent to an individual’s employment. Issues and distributes warrants for tax deferred 457 Plans.


*8. Ensures timely issuance and distribution of payroll, draws and miscellaneous deduction (employee-paid benefits) warrants (checks) by mail or interoffice correspondence, and timely deposit of all warrants for employees participating in the Auto-deposit program.

*9. Responsible for preparation of and proper delivery of exit paperwork pertaining to benefits for all terminating employees. Calculates and processes leave-time payouts for terminating employees within the dictates of union/guild contracts and/or Personnel Rules.

*10. Monitor’s and implements salary and benefit actions. Prepares EIS’s for step increases and audits the accuracy of EIS’s and other employment paperwork received from Human Resources regarding personnel actions.


*12. Maintains individual employee payroll files with confidentiality regarding personal employment, salary, and benefit information.


*14. Tracks floating holiday usage. Issues report and reminders to departments regarding holidays used or to be used.

*15. Administers the County Section 125 plan. Adjusts and tracks Section 125 payroll deductions. Maintains Section 125 checking account containing all employee Section 125 contributions. Informs employees of individual account balances and approaching claims deadlines.

*16. Administers COBRA (continuing medical coverage for terminated employees) plan. Maintains the COBRA checking account, monitors former employee’s payments, issues COBRA payments to medical insurance provider.

*17. Maintains the County Advance Travel fund. Issues checks to employees for approved advance travel payments within the guidelines of the San Juan County Travel Policy.

*18. Audits for accuracy annual pay scales and EIS forms updated for COLA by the Personnel Analyst. Enters updated wages (COLA added) in all employee’s master files prior to running the January payroll.

*19. During periods of time between expiration of union/guild contracts and negotiation of new contract, on spreadsheets, tracks hours, step increases, wages paid for all affected employees. When contract settles, prepares and processes retro payment.
Position Title: Payroll Deputy/Financial Clerk IV


21. Administrates payment of child support, IRS, DSHS, and other agency wage liens. Completes paperwork in response to agency, calculates monthly amount within the State or Federal guidelines when applicable. Deducts payment from wages monthly and submits to agency. Tracks lien balances were applicable.

22. Has professional contact with representatives from Washington State Retirement Systems, insurance and a variety of other benefit programs for the purpose of scheduling, arranging and organizing visits to San Juan County as well as for the purpose of assisting employees with benefit program issues.

23. Creates and distributes to employees annual schedule of pay periods and dates. Creates and distributes to departments calendar showing pay period end dates, accounts payable and payroll due dates, draws dates, holidays.

24. Ensures proper administration of wage payments within the mandates the WA State Dept. of Labor & Industries in the event an employee is injured on the job.

25. Trains County personnel in the procedures for payroll timesheet and worksheet preparation and, when applicable, data entry.

26. Prepares and maintains various spreadsheets with payroll data for SJC annual report and Annual County State Audit.

27. Maintains payroll procedures manual.

28. Submits reimbursement reports to the Treasurer’s Office for proper transfers of cash to Salary and Claims Funds.

29. Collates and distributes the SLD (DIS long distance telephone program) bill to departments for monthly payment. Codes some department bills for payment and forwards to Accounts Payable.

30. Responsibilities include performing duties of the Accounts Payable/Jr. District Payroll Clerk in their absence, which may include but not be limited to: building vendors and line items in the expenditure system, running various expenditure reports for departmental use, verification of prior bill payment, audit and entry of accounts payable, payroll processing, draws.

31. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

32. Performs other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and receive and understand written and oral communication. Requires minimal bending or lifting. Position requires significant reading, written, and verbal communication, and the ability to perform simple mathematical calculations.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Daily</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.25</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>5.5</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed in a normal office environment. Occasionally works evenings, weekends and holidays in order to meet payroll deadlines.