

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Payroll Administrator  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT V (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** August 2006  
**DATE REVISED:** April 2012

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Payroll Administrator for the LaPorte County Auditor's Office, responsible for performing various payroll and administrative duties.

**DUTIES:**

Instructs and supervises department officials on the processes and arithmetic to complete payroll vouchers for processing.

Receives and processes County payroll vouchers, calculates non-standard deductions from salaries or pay, enters payroll data into department computer.

ACH Administrator for direct deposit and/or transmission and corrections.

Administrator of the Doculivery website for transmissions and/or employee access.

Ensure accurate collection and verifies new employee information, making sure all proper documentation is received per Stat Board of Accounts.

Verifies County payroll against appropriate ledgers and printouts and calculates and verifies proper deductions, such as Social Security withholding, taxes, monthly insurance costs, and garnishments.

Separated Distribution reports and Vouchers to be emailed to each department head.

Extracts paystubs from software and uploads stubs to online program for access to County employees.

Calculates OASI, FICA, and 941 taxes from payroll and pays electronically. Submits Child Support, and Net Pay electronically. Responsible for preparation and submission of State withholdings and remit withholdings to State electronically. Types quietus for County payroll, routes to Treasurer's Office, and posts to financial system.

Posts receipts from quietus and expenditures from handwritten checks for month to assure financial statement balances with Treasurer.

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Maintains records and issues checks for eligible payroll deductions, including wage assignments, garnishments, deferred compensation, and insurance.

Prepares and submits required reports, including 941, PERF, teachers, and workers compensation reports, 457 Plan, and Unemployment UCI report quarterly..

Completes PERF application online, and establishes payroll records for new employees.

Reports new hires to the state.

Distributes information on insurance plan, E.O.B.'s and provider information, PERF, Flexible Spending Accounts, and mail-in prescription plan. Helps employees utilize all plans via internet or otherwise.

Works with insurance agent, third party administrator, and other eligible payroll deduction agencies to insure proper enrollment and cancellations have been completed..

Determines insurance payment arraignments for employees on FMLA, receives and quietuses insurance payments.

Processes forms for retiring employees, including verifying dates of employment, leaves, and earnings to PERF. Notifies insurance to move employee to "Retiree Plan" when applicable. Receives and quietuses retiree insurance payments. Calculates employer share and submits payment.

Divides monthly unemployment liability by department. Creates voucher and adds to monthly financial disbursements for remittance.

Notifies Cobra and Employee Benefit Corporation of terminations/qualified events.

Enters payroll rates for upcoming year, new insurance rates for payroll deductions, and each employee's individual deduction changes in computer annually.

Responds to employee questions regarding payroll.

Prepares and distributes W-2 forms and submits W-2 report to SSA annually.

Prepares and submits WH3 report annually to State electronically.

Collects and supplies information requested by State Board of Accounts for annual audit.

Communicates with State Board of Accounts to explain processes, programs, and reports of the County payroll procedures.

Balances financial statement of funds monthly.

Assists with County job classification system activities, working with County officials, employees, and consultants to maintain accurate classification and payroll information and assure proper compensation

for employees. Makes appropriate changes in payroll as directed by County Council, Human Resources and County Commissioners.

Ability to perform some duties as they relate to in the absence of Human Resources staff.

Receives public inquires by telephone and in person, determining the nature of the call, providing information and assistance as needed.

Serves as a liaison between employees, various government and public agencies offering assistance and/or explaining procedures as needed.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Associate degree or five (5) years previous related experience.

Ability to fulfill all mandated deadlines to prevent lost coverage, fines, or penalties.

Attend educational courses and training seminars.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of various computer software applications used in connection with payroll software.

Knowledge of state statutes and procedures set forth by the State Board of Accounts and State Board of Tax Commissioners.

Knowledge of bookkeeping practices and ability to accurately perform arithmetical calculations and properly balance the County's financial statement of funds.

Working knowledge of state and federal laws regarding taxes and retirement.

Knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy.

Knowledge of standard filing systems and ability to create and maintain accurate files and records.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to use standard office equipment, such as computer, typewriter, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, insurance companies, unemployment office, workers' compensation providers, collection and lending agencies, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended, evening, weekend and/or holiday hours and travel out of town, sometimes overnight, for conferences and training.

Possession of valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of duties according to the established practices and procedures of the department, exercising personal judgment and taking action in determining and implementing the best methods to achieve desired results. Incumbent operates under general guidelines, with work reviewed both during critical phases and upon completion for accuracy and conformance with directions. Errors in decision or accuracy of work are readily detected through supervisory review or bookkeeping checks. Undetected errors may lead to loss of time within the department, and loss of money and inconvenience to all department employees and/or member of the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, insurance companies, unemployment office, workers' compensation providers, collection and lending agencies, and members of general public for the purpose of explaining and interpreting payroll policies and procedures.

Incumbent reports directly to the Auditor.

## **IV. PHYSICAL EFFORT/WORK ENVIRONMENT:**

Incumbent performs duties in standard office environment, including sitting for long periods, keyboarding, speaking clearly, close vision, and hearing sounds/communication. Incumbent may be required to work with or be exposed to irate/hostile individuals. Incumbent may occasionally be

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required to work extended, evening, and/or weekend hours and travel out of town, sometimes overnight, for conferences and training.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Payroll Administrator for the LaPorte County Auditor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name