



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Payroll Deputy	
<b>Department:</b> Auditor	<b>Position Fund Account No.:</b>
<b>Division:</b> Finance	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> 8:30 a.m. - 4:00 p.m., M-F	<b>Job Grade:</b>
<b>Reports to:</b> Chief Deputy Auditor	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> <b>Re-evaluation Date:</b> January 2024

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Payroll Deputy for the Auditor's Office of Delaware County, responsible for completing a variety of payroll duties for County government employees.

### **DUTIES:**

Prepares and processes bi-weekly payroll, including verifying hours worked, tracking vacation, sick, and personal leave time, verifying corrections and changes, preparing and distributing payroll checks/ACH/EFT, voiding and reissuing checks/ACH/EFT, sending deposits to bank, and organizing and filing completed payroll information.

Maintains accurate employee payroll records, including adding new hire information and updating pay increases, direct deposit, deductions, withholding, and tax rates.

Calculates and distributes funds to proper accounts, including Public Employees' Retirement Fund (PERF), and Sheriff Merit 457B fund.

Prepares and files taxes and withholding information in accordance with Internal Revenue Service, Indiana Department of Revenue, and other regulations. Ensures social security tax, Medicare tax, federal income tax, and state income tax payments are processed in a timely manner.

Generates various payroll reports as required, including but not limited to Quarterly Reports for Employees, EEOC, new hire reports, wage report, UCI report.

Performs end of year duties, including but not limited to preparing W-2s and various reports, reviewing and paying longevity amounts, and preparing salary adjustments.

Answers phone calls and emails, responds to inquiries, answers questions, and provides information and assistance.

Performs related duties as assigned.

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

High school diploma or HSE.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of standard practices, policies, and legal requirements governing Department operations, with ability to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge of standard payroll practices, with ability to accurately maintain payroll information, ensure appropriate completion of payroll operations, and apply appropriate procedures accordingly.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and reports.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Revenue, State Board of Accounts, Indiana Department of Workforce, PERF, IPEP, State Auditor, State Treasurer, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to file, post, and mail materials.

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

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

Ability to count, compute, and perform arithmetic operations.

Ability to plan and layout assigned work projects.

Ability to compile, collate, or classify data, analyze, evaluate, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and work on several tasks at the same time, often under time pressure.

Ability to competently serve the public with diplomacy and respect.

Ability to occasionally work extended and evening hours.

## **II. RESPONSIBILITY:**

Incumbent's priorities are primarily determined by a formal schedule. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and interprets policies. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct the error.

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

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Revenue, State Board of Accounts, Indiana Department of Workforce, PERF, IPEP, State Auditor, State Treasurer, and the public, for the purpose of giving and receiving information.

Incumbent reports directly to Chief Deputy Auditor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, reaching, close vision, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended and evening hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll Deputy for the Auditor's Office of Delaware County 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 \_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor