



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Payroll Coordinator	Opening Date: October 10, 2018	Application Deadline: Open Until Filled	Job #: 18164
Department: Human Resources	Starting Salary: \$42,000 to \$43,500 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Human Resources Director, this position performs complex payroll and financial. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures. This position is responsible for preparing and generating bi-weekly and supplemental payrolls.

Knowledge, Skills and Abilities: Must possess the knowledge of general principles and practices of Payroll management; applicable laws as related to the operation of the agency; principles and practices of accounting and budget administration; basic auditing fundamentals; personal computer skills and software, including Microsoft Office; Professional customer service skills; proper English usage, spelling, grammar and punctuation; standard office policies, procedures, and equipment; Bastrop County Policies, procedures, and equipment.

Minimum Qualifications: Prior experience in payroll and human resources administrative functions; previous experience performing general clerical work in an office setting; or an equivalent combination of education, training and experience.

High School diploma or equivalent, some college-level coursework in human resources, business, and/or management is preferred. Experience and education may be substituted for one another.

Possession of a valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded and completed on our website at: <http://www.co.bastrop.tx.us/page/co.jobs>. Applicants may email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Payroll Coordinator

Department: Human Resources

FSLA Status: Non-Exempt

Reports To: Human Resources Director

SUMMARY: Under the direct supervision of the Human Resources Director, this position performs complex payroll and financial. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures. This position is responsible for preparing and generating bi-weekly and supplemental payrolls.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Human Resources Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Performs input and data maintenance necessary for the accurate and timely processing of bi-weekly payrolls and supplemental payrolls as needed; verifies time records, earnings, leave balances, tax deductions, benefits deductions and accruals, direct deposit data, and net pay to ensure that employees are compensated correctly; coordinates with Treasurer's Office when payroll processing is complete and ready for the production of paychecks and paystubs;
2. Receives and inputs new hire and termination information pertaining to Human Resources and Payroll functions into the INCODE system and other data maintenance spreadsheets as needed;
3. Processes completed, authorized Personnel Action Forms (PAFs), after reviewing them to ensure conformity with county, state, and federal regulations, policies, and procedures;
4. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding payroll inquiries;
5. Maintains payroll and other miscellaneous records and documentation related to assigned functions in accordance with existing retention laws;
6. Remains current on legislative rules and procedural changes regarding employee pay;

7. Provides exceptional customer service to County employees & the public, both in person and by phone;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all payroll and human resources information and systems;
10. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of Payroll management;
Applicable laws as related to the operation of the agency;
Principles and practices of accounting and budget administration;
Basic auditing fundamentals;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional and courteous manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Preparation of clear and concise reports;

Making sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prior experience in payroll and human resources administrative functions; previous experience performing general clerical work in an office setting; or an equivalent combination of education, training and experience.

Education:

High School diploma or equivalent, some college-level coursework in human resources, business, and/or management is preferred. Experience and education may be substituted for one another.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.