

**INGHAM COUNTY
JOB DESCRIPTION**

PAYROLL COORDINATOR

General Summary:

Under the general supervision of the Director of Financial Services, is responsible for the biweekly payroll. The duties also include scheduling special pays such as longevity and sick payouts; determining eligibility; and incorporating special pays into the bi-weekly payroll. The Payroll Coordinator is primarily responsible for finding and correcting payroll data entry errors; researching payroll tax questions; testing payroll software upgrades and new programs and resolving payroll software malfunctions. Provide training and back up support for payroll data entry personnel. Monthly, quarterly, and year-end reports required by Federal, State, and other agencies, including W-2s and retirement reports, are prepared by the Payroll Coordinator. Is the MUNIS payroll functional leader. Creates and maintains vendor files identifying 1099 vendors. Trains and assigns vendor work to an accounting intern.

Essential Functions:

- 1) Receives times cards from County departments after data entry and balancing have been performed. Performs data entry and balancing of time cards for several small County Departments and occasionally for selected larger departments.
- 2) Prepares special pay, including longevity, sick leave payments, per diem, retirement, and salary adjustments. Enters unusual exceptions, reconciles key payroll balances, sets parameters, and runs payroll. Verifies special pay, salary adjustments, retirement deductions, garnishments, levies, and other types of compensation and deductions to be processed.
- 3) Runs payroll edit report, balances, and ensures accuracy of payroll. Runs vacation and sick leave accumulations, and creates check and direct deposit print files.
- 4) Verifies withholdings and creates wire form for Treasurer's Office subject to review and approval of the Director. Requests monthly wire for State withholding.
- 5) Enters tax information to spreadsheet for quarterly 941 reporting.
- 6) Runs quarterly reports for the Internal Revenue Service and balances to excel spreadsheet. Researches and rectifies any balance errors.
- 7) Creates and submits quarterly MESC report to the State.
- 8) Enters changes to W-4 elections.

9) Downloads, edits, and submits monthly retirement report to MERS for Ingham County employees using MERS ePASS software. Prepares monthly retirement payments wire request from invoices for the County, Medical Care Facility, and Library.

10) Trains and provides back-up support to data entry personnel for payroll data entry. Provides technical assistance and troubleshoots for system problems relating to payroll processing.

11) Processes related Personnel Action Requests (PAR's) from the PAR system.

12) Responds to employee's payroll inquiries concerning wage assignments, levies, and garnishments.

13) Prepares, or assists in the preparation of, payroll related reports, including calculating and distributing wage verification forms, garnishment documentation, and related reports. Maintains withholding records.

14) Issues stop payments on payroll checks, reissues payroll checks that have been lost or not processed.

15) Tests new releases and attends software training.

16) Balances yearly and quarterly reports for W-2 reporting.

17) Generates and prints W-2s.

18) Processes garnishments and calculates maximum legal deductions, and levies with time constraints.

19) Remains current on federal and state regulations regarding payroll and ensures that the County payroll system is in compliance with all requirements.

20) Reviews vendor requests and identifies 1099 vendors. Obtains tax identification numbers if necessary.

21) May assign vendor to an accounting intern.

22) Generates and prints 1099 forms.

Other Functions:

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do

not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation or equivalent with some additional course work in finance or accounting. Prefer an Associate's Degree in accounting and specialized training in computerized payroll systems.

Experience: Two years of accounting/financial experience including experience in payroll administration.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Periods of prolonged sitting at a computer screen.

Lifts binder boxes, paper boxes, banker's boxes and Earning Records boxes weighing up to 40lbs.

Working Conditions:

Works in office conditions.