

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Payroll Assistant/Deputy Auditor
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley 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 cause an undue hardship.

Incumbent serves as a Deputy Auditor for the Auditor's office whose main responsibility is to assist in all payroll functions and assume those functions upon absence of the payroll deputy or as needed.

JOB DUTIES:

Assists In:

- Maintaining payroll related paperwork for employees
- Entering payroll masters and pay records for newly hired employees
- Maintaining timekeeping system
- Assists with PERF Administration: Enrollments, changes, payroll deductions, wage and contribution file management
- Performs timely entry of payroll changes including pay rates, withholding information, direct deposit information, address changes, and deduction changes for 457 plans/united way/insurance/other miscellaneous employee benefit programs.
- Totals time sheets for all departments to verify against payroll vouchers submitted by supervisors each payroll. Makes corrections as needed
- Processes biweekly payroll including printing check register and payroll reports
- Processes dockets to post payroll entries to financial system
- Makes electronic funds transfers each payroll for Federal, FICA, and Medicare taxes.
- Sends direct deposit file to bank in timely manner
- Does electronic fund transfer and online report for employee child support deductions each payroll
- Processes dockets to post State and County payroll tax deductions to financial system. Processes EFT payments online and completed State WH-1 Tax Return online monthly.
- Verifies monthly billing for group insurance. Processes docket to post receipt of employee insurance deductions to financial system and prints and emails checks for payment of insurance billings.
- Checks quarter-to-date payroll report figures for accuracy.
- Printing monthly Sheriff Pension report for employee contributions. Prints and mail check to Lake City Bank.
- Preparing and mailing quarterly unemployment report. Uploads wage file to Indiana Dept. of Workforce Development.
- Preparing and mailing quarterly federal 941 tax return.
- Preparing and processing year end information including employee W2 copies and W2 filing with Federal and State Government agencies.

- Creating the document “Compensation of County Officials, Deputies and County Employees” each January for previous year’s compensation and has published as a legal in two newspapers.
- Assists the front office with taking deeds and filing exemptions when needed.
- Attends State called meetings.
- Performs duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- High School diploma or GED and one or more years of payroll experience.
- Working knowledge of Department policies and procedures, applicable Local and State rules and regulations, legal terminology and forms, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Ability to provide public access to or maintain confidentiality of department information/records according to State requirements.
- Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to completely serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with accuracy.
- Ability to properly operate a variety of standard office equipment, including computer, printer, fax machine, telephone, calculator, postage meter, and copier.
- Ability to make simple arithmetic calculations, compile, collate, and classify data.
- Ability to understand and follow oral and written instructions, and work with others in a team environment or alone under minimal supervision, often under time pressure.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to occasionally work weekend and/or evening hours, and occasionally travel out of town for meetings, sometimes overnight.

To apply, submit your application and resume to one of the following:

wchr@whitleygov.com

FAX: (260) 248-3182

Whitley County Government

Human Resource Director/County Coordinator

220 West Van Buren Street, Suite 101

Columbia City, IN 46725

Applications and resumes will be accepted through Friday, September 28, 2018.

Applications available at:

<http://whitleygov.com/egov/apps/document/center.egov?view=item;id=1043>