



COLUMBIA COUNTY, OREGON

JOB TITLE: PAYROLL ANALYST

DATE: FEBRUARY 1, 2024

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| EXEMPT (Y/N): | No | CLASSIFICATION: | CSC |
| DEPARTMENT: | Finance & Taxation | JOB CODE: | 042 |
| SUPERVISOR: | Accounting Services Manager | SALARY RANGE: | 26 |
| UNION (Y/N): | No | LOCAL: | N/A |

GENERAL STATEMENT OF DUTIES: Perform duties requiring data analysis and attention to detail to ensure the county's payroll is processed in an accurate and timely manner. Work includes processing payroll, preparing statements and reports, and reviewing financial transactions. Work in conjunction with Human Resources to administer the benefits program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Primary responsibility is to ensure an accurate, timely, and transparent payroll process, including end-of-month, mid-month draw, and final pay checks, prioritizing verification of data changes, payroll calculations, labor contract compliance, and creating/maintaining systematic and efficient data entry and paper flow norms.

Apply thorough knowledge of automated payroll system in preparing payroll for all county employees. Review and test system changes and upgrades and communicate payroll issues or required updates to third party vendor.

Verify and review timesheets for accuracy and completeness, verify available leave balances, and ensure compliance of leave usage to union contracts and personnel rules.

Process changes to employee records in payroll system, verifying accuracy and completeness. This includes new employee data, making changes to existing data in the payroll system, researching discrepancies, responding to garnishment orders, reviewing insurance and voluntary deduction orders, and recording data in the payroll system as required.

Verify general ledger payroll data prior to GL upload. Maintain and update the GL reporting setup in the payroll system. Prepare payroll journal entries.

Maintain all Public Employee's Retirement System (PERS) related records, including employee setup, and correct reporting to PERS using required software. Upload and reconcile ACH billings and report any discrepancies or differences. Research PERS suspended records and process adjustments.

Process and pay all monthly requirements for payroll related payables (union dues, retirement plan contributions, gym memberships, etc.).

Administer all employee benefit programs including enrollment and terminations. Administer retiree and COBRA benefits and related billings and reconciliation.

Prepare and submit ACA compliance requirements.

Coordinate transfer of data to external carriers for insurance services, premiums, and plan administration.

Coordinate and conduct new employee on-boarding process and present benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.



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Oversee fiscal administration of benefits including monthly reconciliation, coding, and processing payment of all benefits bills. Resolve discrepancies with carriers and payroll.

Prepare and, with manager approval, file monthly, quarterly, and annual reports for federal, state, and other taxes, including W-2's, unemployment, and workers' compensation reports.

Respond to employee requests, questions, and concerns regarding payroll and benefits in a timely manner and with a constructive customer service approach. Direct questions from employees to Human Resources when needed.

Coordinate payroll and benefits functions with the Human Resources Department as appropriate.

Fulfill all governmental regulatory mandates and ensure filings are performed as required.

Plan and administer annual open enrollment process. This includes preparation and distribution of materials, conducting meetings to communicate changes to employees, arranging for on-site representation of providers when needed, and processing changes within deadlines.

Maintain contact with employees to facilitate proper and complete utilization of benefits for all employees.

Participate as an active member in the Health Benefits Committee in support of Human Resources Director.

Update and maintain applicable payroll and benefits documents on the county's intranet.

Assist the Accounting Services Manager and/or Finance Director with assessments of and improvements in payroll activities in order to minimize county exposure to fraud and increase business process efficiency that span accounting software, office procedures, and internal controls methods.

Prepare schedules and carry out activities related to the year-end close, annual financial reporting, and single audit related to payroll. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assure compliance and maintain payroll related and other assigned core finance files that assure payroll and related records meet departmental norms and requirements of federal and state law and/or Governmental Accounting Standards Board (GASB) standards.

Create and maintain process documentation for all county processes conducted on a routine basis in accordance with the county Strategic Plan and Continuity of Operations Plan. Assist Finance Director and/or Accounting Services Manager with related policy review and updates.

Assist with employee education programs and creation of technical support resources for staff and elected officials in payroll and other assigned finance activities.

Act as primary or back up in other areas of the Finance Department, such as accounts payable, vendor and contacts, credit and payment cards, budget support, accounts receivable, and monthly reconciliations.



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Prepare and distribute periodic budgetary reports, financial reports, investment reports, payroll, and insurance reports. Prepare journal entries as appropriate, including fund transfers and interdepartmental billings.

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncements and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

Perform assigned cash handling duties in accordance with the County's Cash Handling Standards. Perform various administrative support duties, such as filing, answering telephones, and assisting employees.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Accounting Services Manager who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in accounting or related field plus five years' experience in accounting or the equivalent to a two-year degree in accounting or related field plus seven years' experience in accounting. Prior experience administering employee benefits programs. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund



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accounting transactions and the preparation of complex accounting reports and analyses. Knowledge of management principles and practices of human and financial resource management.

Skill in financial or accounting software programs, web-based banking systems, payroll and HR systems and Microsoft Office products. Strong skill in Microsoft Excel a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***