



Job Description

TITLE: Payroll Clerk	JOB CODE: 4210
DEPARTMENT: Finance	FLSA: Non-Exempt
PREPARED: September 11, 2018	FLSA CLASS: Clerical
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Performs all payroll activities including reviewing and posting of time sheets and payroll deductions; processes pay checks; maintains and updates payroll records and files, processes applicable Federal, State and group insurance reports; processes and reports all accounts payable relating to payroll; prepares and distributes W-2 statements and reports; responds to employee questions regarding payroll. Works under the supervision of the Payroll Supervisor.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Collects and checks time cards from each department; reviews time cards for completeness and accuracy; checks for authorized signatures; enters time card information into computer for payroll check process.
- Reviews payroll master files for accuracy of employee deductions, rates of pay, direct deposits, benefit accruals, etc.
- Processes paychecks and prints all reports.
- Researches and responds to employee inquiries regarding paychecks and deductions.
- Figures and processes hand checks for employee(s) resigning or terminating each payroll.
- Reconciles and pays vendors such as PERA, NM Retiree Health Care, AFLAC, Colonial and deferred compensation.
- Figures and processes State and Federal quarterly reports.
- Transmits PERA each payroll through the RIO system.
- Processes miscellaneous deduction checks, such as child support and garnishments according to established guidelines.
- Balances payroll at year end and issues W-2s.
- Assists in processing Tri-Agency quarterly reports.
- Assists in maintaining written payroll procedure manuals.
- Prepares miscellaneous labor studies and reports upon request.
- Files time cards, personnel action forms, reports and other information related to payroll; maintains and updates files.
- Processes the notice of deposits on a timely basis.
- Makes deposit of taxes electronically and on time.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices related to payroll preparation and maintenance.
- Knowledge of State and Federal laws governing payroll.

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- Knowledge of cafeteria plans.
- Knowledge of County policies and procedures.
- Ability to meet deadlines under pressure.
- Ability to be very discrete in handling sensitive and confidential information.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software, including Word, Excel and Access.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High school diploma or (GED) equivalent and three (3) years experience in processing a large payroll. Associates Degree in accounting or business is preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, including calculator, typewriter, fax, copy machine, printer and personal computer.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____