

PAYROLL ANALYST

JOB PURPOSE AND SUMMARY

This is highly responsible payroll accounting work performed for various departments within Clark County. Performs technical, complex, and specialized financial, accounting and fiscal support in payroll and data processes for Clark County and various outside agencies. Maintains liaison with Human Resources, compensation and benefits, to ensure compliance with legal requirements, labor agreements, and County policies. The position deals with sensitive and confidential information.

Supervision and direction are received from the Payroll Manager. This classification description should not be considered as a detailed statement of all the work requirements that may be inherent to this classification.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Enters and maintains payroll data necessary to process payroll in compliance with Federal and State reporting requirements and ensures the timely and accurate processing of payroll records, documents and reports; computes and processes wage and overtime payments, payroll deductions, manual pay warrants, overpaid wages, and termination entitlement.
- Applies thorough knowledge of time entry system, payroll system and all system screens in preparing twice-monthly payroll for all employees; balances remittances to outside agencies.
- Reviews and verifies payroll figures and records for accuracy; corrects time reporting changes or errors, calculating the correct pay amount, leave balances, retirement calculations, union, FICA, workers compensation, unemployment and disability amounts, and time off tracking; processes changes in employee voluntary deductions.
- Performs accounting reconciliations with an emphasis related to payroll general ledger and subsidiary accounts using defined methods and guidelines; performs benefit reconciliations, payments, adjustments to payroll entries; audits payroll system output such as payroll registers and deduction reports for errors and out of balance conditions.
- Processes garnishments, federal and state liens on wages and support orders received on employees; responsible for timely and accurate disbursement of withholdings.
- Answers questions, resolves complaints, explains policies and procedures regarding employment taxes, miscellaneous employee deductions, and explains complex state and federal regulations.
- Provides payroll expertise and procedural instruction to employees and outside agencies.
- Evaluates and applies the use of personnel rules and labor contracts to ensure adherence to established pay standards in conjunction with state and federal regulations; implements payroll-related policies as directed by manager.
- Codes, enters, modifies, retrieves, tracks and/or verifies financial, accounting, and/or fiscal information following established methods and guidelines.
- Completes legal documents requesting payroll information; responds to requests for information of payroll records and reports.
- Prepares federal, state and local tax deposits and reports related to payroll.

- Prepares, distributes, and electronically files W-2's.
- Prepares monthly union remittances and other voluntary deductions; reconciles system-generated reports to the remittance.
- Regularly communicates with Human Resources administration and benefits group; assists with past practice/historical application of contracts and policies.
- Assists with system application changes and upgrades; reviews and tests system upgrades and changes.
- Develops and recommends new and revised written procedures for all processes.
- Cross trains co-workers for backup; conducts and participates in training one-on-one and group sessions as needed.
- Manages multiple competing priorities.
- Assists with related special projects as required.

QUALIFICATIONS

- Two years payroll processing experience, including payroll accounting.

- OR -

- Four years accounting related experience.

Knowledge of....principles and practices of double entry accounting; labor agreements, the Clark County Code, Human Resources Policy Manual, PERS regulations, and Federal tax guidelines.

Ability to....express ideas clearly and concisely, orally and in writing; maintain confidentiality of information; establish and maintain effective working relationships with County employees, personnel of other agencies and auditors; code, input, extract, gather and analyze computer data for information, reports and processing.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in the usual office environment and may include field trips to outlying areas. Occasional evening, weekend and/or holiday work may be required to timely complete the payroll process.

Created 04/1990
Revised: 12/2019