



**PAYROLL ASSISTANT**

**Department:** Finance  
**Job Class #:** 236600  
**Pay Range:** General 42

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION**

This is technical payroll support work for the Pierce County Finance Department. An employee in this classification is responsible for performing payroll processing and record keeping tasks for Pierce County and outside districts. This classification requires broad knowledge of accounting and payroll processes. Work includes processing timely and accurate data entry for payroll production in compliance with federal, state and local laws, regulations, ordinances and contracts. Work involves responding to a variety of problems, questions, and situations in conformance with established criteria, and providing guidance and assistance to employees and others.

**SERIES CONCEPT:** The Payroll Assistant is the first level of the professional/technical Payroll series and is expected to perform technical payroll support work. The Payroll Assistant differs from the Payroll Specialist by the level of complexity.

**ESSENTIAL FUNCTIONS**

- Assist in the coordination of payroll input from County departments and outside districts ensuring compliance with Federal & State Law, County Code, Budget, County policies, and Collective Bargaining Agreement requirements.
- Process calculations of wage and overtime payments, payroll deductions, manual pay warrants, overpaid wages, and termination entitlements; balance remittances to outside districts.
- Audit payroll system output, such as Standard Hours Exception Report.
- Process employee garnishment orders and federal tax levies assigned, within state and federal compliance standards; update employee W-4 tax withholding; set up and verify other employee deductions for accuracy; initiate employee direct deposit and maintain banking information.
- Set up sundries for each monthly and biweekly pay cycle; code employee and employer paid deductions; establish and update records for outside districts, which include the W-4 Form, benefits, salaries, and hourly rates.
- Report payroll processing and system issues; work with functional staff to identify system errors and recommend solutions; and assist to test system changes.
- Conduct research, analyze, evaluate and provide information requested by WA DRS (Dept. of Retirement Systems); respond to requests for information on payroll records, microfiche, and reports online.
- Prepare necessary journal entries to record manual warrants and stop payments.
- Perform accounting reconciliations with an emphasis related to payroll general ledger and subsidiary accounts using defined methods and guidelines.
- Provide technical payroll support to department payroll liaisons, outside district contacts, and provide back-up support to accounting division.
- Participate in training one-on-one and in group sessions as needed; provide payroll expertise, procedural instruction, and guidance to the departmental payroll liaisons and outside district payroll contacts.
- Receive, sort and distribute interoffice department and payroll mail.

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- Process voucher third-party warrants, file vouchers and distribute financial reports to appropriate districts, departments, or agencies.
- Maintain integrity of files in compliance with RCW Record Retention requirements.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position and work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Lift and carry up to 20 lbs.

#### **OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work performed involves the use of independent judgment in limited areas and under general supervision. The work performed is reviewed by an administrative superior through periodic conferences, reports, and evaluations of adequacy and accuracy of records, reports, and functions. This position does not supervise other employees, but may provide direction to and/or train others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Payroll Assistant typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- County Policies and Procedures, Collective Bargaining Agreements and Contracts, and other relevant laws, regulations, policies, and procedures.
- Methods and practices of payroll preparation, calculation and control.
- Payroll reporting requirements including Washington State Retirement rules and regulations, RCW and WAC relating to eligibility, reportable and non-reportable compensation.
- State and Federal payroll laws including employee garnishments, IRS tax levies, and IRS federal tax withholding.
- Budgeting Accounting Reporting System (BARS).

##### **Skill in:**

- Customer service, including handling sensitive and difficult issues with tact and patience.

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- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.
- Using current office software programs including MS Office products (Excel, Word and Outlook) and proficiency in payroll-related systems.
- Verbal and written interpersonal communication.
- Performing mathematical calculations.
- Handling multiple competing priorities within tight timelines.
- Working with a variety of individuals from diverse backgrounds.
- Analytical thinking and conflict-resolution.

#### **Ability to:**

- Interpret, apply and explain payroll policies and procedures, applicable laws and regulations to employees, supervisors, and others.
- Audit and monitor computer printout reports.
- Identify discrepancies and errors.
- Work with minimal supervision and as a team player.
- Operate a computer with proficiency.
- Work with constant interruptions and frequently changing priorities.
- Work long hours during peak reporting periods.
- Deliver excellent customer service in a timely manner.
- Maintain confidential payroll records and data according to RCW Records Retention requirements.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

#### **RECRUITING REQUIREMENTS**

Three years of accounting/payroll experience including experience working with collective bargaining agreements and contracts. An Associate's degree in Accounting or Business Management is preferred. Additional related experience and education that clearly demonstrates knowledge, skills and abilities to perform the job may be substituted for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.