

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Payroll Specialist/Indigent Health Care Coordinator

SALARY RANGE: 36 (\$37,022.00-\$46,278.00)

DATE POSTED: 06/04/2019 8:00 a.m.

CLOSING DATE: 06/18/2019 5:00 p.m.

DEPARTMENT: Manager Office

FLSA: __ EXEMPT NON-EXEMPT

Shift- 8:00 a.m-5:00 p.m. Monday-Friday

Location: Luna County

REPORTS To: Assistant County Manager

BARGAINING UNIT: NO

FT REG PT REG TEMP APPOINTEE FT TERM PT TERM AT-WILL OTHER _____

APPROVED: _____
Human Resources Date Department Head Date

Summary: Under the direction of the Assistant County Manager, provides management, organization and proper administration of payroll services for the Luna County workforce requiring the application of Federal and State statutes, rules and regulations. Administers portions of the employee benefits package and other employee withholdings. Processes all required employment and payroll reporting to various agencies and for various programs. Assists employee and new hires with payroll and deduction related issues. The position also requires the coordination of the Indigent Health Care Program (IHC) with individual county residents and participating health care providers to ensure proper administration.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be required in this position and are in addition to other duties as assigned by the County Manager or the Assistant County Manager, which may include temporarily filling in at other positions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Administration and processing of regular and special payroll for the Luna County workforce, including appropriate withholding and deductions, starting with the collection and input of employee timesheets, deductions, changes in pay and the accrual and usage of paid time off. Update and maintain accurate payroll and tax records in the Triadic operating system. Research and respond to inquiries regarding payroll, pay policies and procedures. Payment of appropriate withheld taxes.

Reconciliation of payroll and payment records with the Luna County Treasurer and other appropriate agencies, including the preparation and delivery of custom reports in addition to regular pay period, monthly, quarterly, annual and other required reports.

Maintain knowledge and implementation of state and government reporting requirement related to payroll processing and make recommendations, as necessary, to applicable policies, procedures and processes.

Management of the IHC budget, maintains and administers access to and processing of applications for access to the indigent hospital and burial claims programs. Requires meeting with and interviewing applicants and persons interested in the program. Oversees and verifies provider charges and payments. Assists the Budget and Procurement Director in the preparation of regularly required reports. Must also maintain confidential program records.

Supervision:

Works under the direct supervision of the Assistant County Manager.

Supervisory Responsibilities:

No supervisory responsibilities.

Minimum Qualification Standards:

Education, Certification and Experience:

Bachelor's degree or equivalent certificate in accounting, business administration, public administration or a related field or 5 to 6 years of experience in business administration focusing of finance or accounting, or an equivalent combination of education and experience that demonstrates an ability to successfully discharge the essential duties.

Language Skills:

The skill to read, write, analyze and interpret general business periodicals, professional journals and governmental regulations. The writing of reports, business correspondence, and procedure manuals. Effectively organize and present financial information and respond to questions from groups of managers, employees, customers, the County Commission and the general public.

Knowledge:

Knowledge of the methods, tools, and functions of public sector payroll practices and compensation systems. Working knowledge of applicable Federal, State and local statues, regulations, rules and ordinances related to payroll taxes, withholdings, deductions, wage and hour laws and other payroll specific rules and regulations. Proficiency in standard office software for word processing, spreadsheet development, data analysis and presentation, such as Word, Exel, Powerpoint in addition to Triadic operating system. Knowledge of the principals of local government organization, budget development and operations.

Abilities:

Must be able to work with and maintain confidential information and to effectively work with and inform County officials and employees. Exceptional accuracy and attention to detail in performing work functions. Must build productive working relationship with the various county departments, elected officials and directors. Ability to read, interpret and implement an extensive variety of technical and regulatory information. Must be comfortable exercising independent judgment and initiative with minimal supervision. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

Physical Demands:

Must be physically able to operate a variety of standard office machines, and equipment which includes a motor vehicle, computer, calculator, telephone, cell-phone, copier, fax machine, and scanner. The employee must routinely lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Employee is frequently required to sit, speak, hear, and enter data into computerized spreadsheets, use word processing, and presentation software. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

Work is usually performed under typical office conditions; the noise level in the work environment is generally quiet. Work is time sensitive and subject to frequent fluctuations, with deadlines for delivery of work product of the HR Director. The work will include customer contact and can be stressful.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Printed Name

Signature

Date

