

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Payroll Specialist 1

Working Title: Payroll Specialist 1

Division/Department: Employee Relations/Payroll Department

Job Status : Full-Time, 40 Hours

FLSA Status : Non-Exempt

PCN : 721102 & 7211003

Pay Range: 18

Probationary Period: 6 months

Classification #: 16521

Revision Date : 11/2022

OBJECTIVE/PURPOSE

Under general supervision from the Payroll Specialist Supervisor; employee processes and distributes employee bi-weekly payroll; maintains payroll records (manually and/or automated); analyzes expenditures and/or receipts; may act as a lead worker. Work is confidential in nature.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

55% Verifies (manual or automated) employee attendance records; inputs data into a computerized payroll program; prepares paychecks for distribution; analyzes accounts, expenditures and revenues for purpose of preparing reports incorporated into Agency financial statements or internal reports; analysis also includes the auditing of invoices and client entitlements for compliance with generally accepted accounting principles;

responsibilities also include the preparation of documentation to ensure the processing of Agency payments.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

30% Maintains Agency records for the following: sick leave, vacation, overtime (paid/compensatory time), pay rates, travel reimbursements, deductions and employee personal data; prepares information regarding the above for inclusion in Agency reports.

10% Files, scans, prepares special projects and assists co-workers as determined by department supervisor; answers employee inquiries regarding payroll matters. Acts as backup for Supervisor and provides resources on employee benefit related inquiries.

5% Performs other related duties as assigned.

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Minimum Qualifications: Four courses or 12 months training or 12 months experience in accounting; 12 months training or 12 months experience in payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting and reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments) ; 12 months training or 12 months experience using human capital management software (e.g., PeopleSoft HCM) to process payroll.

Preferred Qualifications: Associate degree in Business with emphasis in accounting principles; or high school graduate plus minimum three years relevant Payroll Clerk experience; or other equivalent combination of education and/ or work experience.

Certification or Licensure: A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can occasionally include out of state travel which may require airline travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment

Signature of Agency Representative:

Charles Spinning
Executive Director

Date