

## Champaign County Job Description

**Job Title:** Accountant - Payroll  
**Department:** Administrative Services  
**Reports To:** County Administrator  
**FLSA Status:** Exempt  
**Grade Range:** I  
**Prepared Date:** August, 2009

**SUMMARY** Performs responsible administrative, technical and reporting functions in the area of payroll and employee benefits.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensures the accuracy of County payrolls by auditing departmental pay authorizations and verifying deductions from wages. Manages the payment of wages and salaries via the accounting system and prepares periodic payroll reports for the Department of Labor and other agencies.

Reviews payrolls for compliance with County budget, personnel policies and wage and withholding laws including Internal Revenue Service regulations for reporting and withholding, Fair Labor Standards Act requirements related to payroll practices and recordkeeping. Reviews payroll for compliance with the Department of Labor, Department of Immigration and Naturalization, Department of Employment Security and the Social Security Administration.

Maintains personnel and pay records for County employees to ensure accurate integration of such records with the payroll and benefit systems.

Administers and interprets all policies and procedures for enforcement of provisions of the Illinois Municipal Retirement Fund (IMRF).

Prepares analyses for the County Administrator of Finance & HR Management regarding current revenues and expenditures and estimated future requirements to assist in preparing Illinois Municipal Retirement Fund and Social Security Fund budgets.

Utilizes a personal computer to maintain, retrieve and program data for analyses and reports.

Maintains awareness of current rules and regulations pertinent to payroll, retirement and benefits and ensures the timeliness and accuracy of payroll, insurance premiums and claim payments.

Recommends changes in payroll policies and procedures.

Monitors changes in laws and regulations pertaining to payroll which require County policy changes and notifies the County Administrator.

Maintains frequent contact with department heads, programming staff, IMRF benefit staff and State and Federal agencies.

Provides technical support to County department personnel.

Prepares Interdepartmental billings of fringe benefits.

**SUPERVISORY RESPONSIBILITIES** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's degree (B. A.) with a major in Accounting from a four-year college or university and at least one year of practical government or business experience in payroll and employee benefits; or equivalent combination of education and experience. Annual continuing education in IRS regulations and retirement fund changes is required.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and government agency representatives.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.