

Rogers County Job Opportunity

Title: Payroll Clerk	Department: County Clerk
Reports to: County Clerk	FLSA Status: Non-Exempt
Pay: \$37,582.00	Full Time/Part Time: Full Time
Position Posted: 9/6/2022	Posting Closes: Open until filled

Position Profile

The payroll clerk position is responsible for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.

Qualifications

Must be able to pass a pre-employment drug screen and employment background screen.

Education and/or Experience

High School Diploma/GED required. Two (2) years related experience in a computerized accounting environment with a payroll function preferred. Knowledge of wage withholding orders and garnishments. Proven ability to utilize and develop computerized spreadsheets and word processing applications.

Duties and Responsibilities

- Compile and enter payroll data, compute and post wages, and reconcile errors in the payroll system.
- Print and issue paychecks
- Process direct deposit payments
- Process and issue annual W-2 forms to employees
- Reconcile and Pay Federal 941 Taxes
- Reconcile and Pay State Income Withholding Taxes
- Reconcile and pay garnishments, IWO's, etc.
- Prepare computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records.
- Review wages computed and correct errors to ensure accuracy of payroll.
- Record changes affecting net wages, for example exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- Prepare periodic reports of earnings, taxes, and deductions for county departments, grant coordinators, auditors, etc.
- Keep records of leave pay and nontaxable wages.
- Maintain electronic and hard copy filing system.
- Coordinate and maintain Worker's Comp files
- Coordinate and maintain FMLA files
- Respond as needed to OESC claims
- Complete OESC Audits

Rogers County is an Equal Opportunity Employer

- Complete Employment Verifications
- Back up/assist Benefits Clerk as needed
- File Quarterly Federal, State, and Unemployment tax reports
- Invoice Quarterly Unemployment insurance for Commissioner's Assistant
- Research Payroll Discrepancies and recommend/execute remedies
- Obtain supervisory approval of timecard discrepancies

Knowledge, Skills, and Abilities

- Intermediate to advanced knowledge of MS Office products
- Excellent communication skills.
- Ability to work independently in a time sensitive environment.
- Ability to maintain confidentiality is mandatory.
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Communicate well both verbally and in writing and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public.
- Work well alone or within a team.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.