

**POSITION DESCRIPTION  
COUNTY OF OWEN, INDIANA**

**POSITION:** Payroll and Benefits Deputy  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2020  
**DATE REVISED:** November 16, 2020

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Owen provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Payroll and Benefits Deputy for the Owen County Auditor's Office, responsible for directing and processing payroll for all County employees, preparing reports, maintaining files, performing Human Resource duties, and assisting Auditor and the public.

**DUTIES:**

Processes payroll for County employees and maintains employee time keeping files and personnel files, updating employee information regularly. Creates County holiday and pay schedules.

Administers benefits for full-time employees, including health and elective insurances and retirement. Reports health insurance terminations to COBRA as necessary.

Completes HR duties, including filing workers compensation claims and insurance claims for county vehicles and equipment and performs background checks, as needed.

Ensures payment of tax/garnishments/retirement benefits to correct companies following payroll. Processes and submits periodic Federal and State taxes.

Prepares Affordable Care Act and prepares and sends out W-2 forms, filing each with the IRS.

Completes Bureau of Labor Statistics and reports.

Facilitates meetings with employees and their supervisors concerning disciplinary actions., and assists with hiring interviews when necessary, giving professional opinion. Assists employees with other human resources concerns.

Arranges and attends open enrollment meetings and processes resulting requests. Keeps Council updated concerning new employees and monies.

Prepares for and attends budget hearing and answers payroll questions.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or directing individual to appropriate office or department.

Assists Department staff and performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Thorough knowledge of standard practices and procedures of payroll and ability to process payroll, prepare required reports, and assist employees and/or taxpayers with related issues.

Thorough knowledge of local, state, and federal laws and regulations applicable to employee compensation, payroll management, and payroll budget process, and the ability to implement such knowledge in the circumstances specific to the position.

Thorough knowledge of bookkeeping/accounting/budgeting practices and principles and ability to complete financial paperwork and maintain accurate financial accounts.

Working knowledge of HIPAA compliance guidelines, County government operations, and County ordinances.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of the County payroll computer system, with ability to assure proper maintenance of data, operations, and applications, and resolve problems as needed.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare written reports as required.

Ability to provide public access to, or maintain confidentiality of, Department records and information according to state requirements.

Ability to operate standard office equipment including telephone, copier, fax machine, computer, and calculator, and to operate a vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, insurance and software representatives, federal and state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally plan and present public speaking presentations or special events.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to count, compute, and perform arithmetic operations, compare/compile/classify data, analyze/observe data, and take action based on data analysis.

Ability to file, post, mail materials, apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town for training and conferences, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties according to a formal schedule, with priorities primarily determined by seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures while receiving indirect or occasional supervision. On rare occasions, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors are primarily detected or prevented through standard bookkeeping checks and notification from other departments/companies/agencies/public. Work errors may result in inconvenience to other agencies/public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other County departments, vendors, insurance and software representatives, federal and state agencies, and the public for the purpose of giving and receiving factual information, and rendering services.

Incumbent reports directly to the Auditor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended, weekend, and/or evening hours, and travels out of town for training and conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll & Benefits Deputy for the Owen County Auditor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name