



County of Berks POSITION DESCRIPTION FORM

Position Title:	Payroll Analyst		
Department:	HR/Payroll	Reports To: (Title)	Payroll Manager
Effective Date:	July 31, 2006	Revision Dates:	February 2011 December 31, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Paraprofessional	Union Classification:	N/A

POSITION SUMMARY:

The Payroll Analyst is responsible for keeping record of employees' work and benefit hours scheduled for the purpose processing a biweekly paycheck. This position is responsible for keeping up to date on the multiple union contracts in effect, and past practice as necessary, to ensure that proper calculations are being used when preparing employees' paychecks and benefit time. The position is also responsible for keeping up to date on the capabilities of the 2 payroll systems – Oracle Cloud HRMS/Payroll and SmartLinx Solutions – to ensure that both are being used with the highest levels of efficiency. The Payroll Analyst maintains constant communication with various department heads to clarify information received and various time schedules worked by the employees. In the Payroll Manager's absence, the Senior Payroll Analyst will have the authority to make final decisions that affect the normal, day to day payroll processing.

POSITION RESPONSIBILITIES:

Essential Functions

1. Generates payroll data for paychecks.
2. Maintains employee master files.
3. Processes New Hire master files.
4. Provides training of the payroll system and procedures.
5. Performs verification of employment.
6. Prepares payroll totals.
7. Processes employee terminations/final checks.
8. Distributes departmental information.
9. Prepares Tax Collectors' payroll.

Non-Essential Functions

Special projects as assigned by Payroll Manager.

MINIMUM EDUCATION AND EXPERIENCE:

- Associates degree, with emphasis in accounting.
- Three (3) years of practical experience in related field.

- Applicable experience may be substituted for any requirement at the discretion of the Director of Budget and Finance.

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MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general payroll concepts, practices and rules.
- Knowledge of Microsoft Office and a familiarity with integrated Payroll/HRIS systems.
- Ability to handle multiple tasks, be a self-starter, and work independently.
- Ability to remain alert, be detail-oriented and accurate.
- Ability to remain up to date on union contracts.
- Ability to solve problems and use deductive reasoning when reviewing information to determine accuracy of the pay being processed.
- Confidentiality is essential, employee will have access to personal information of many coworkers.
- Ability to perform complex mathematical calculations required in daily processing.
- Ability to communicate effectively both orally and in writing.
- Demonstrated proficiency in the use of Microsoft Word and Excel.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

Historical records of hours, wages, etc. are kept in boxes weighing up to 50lbs. Some of this information is reviewed for historical compilations. Employee will be required to read computer screens for long periods of time each day. More than 50% of the time will be spent entering data of various forms in the computer system – long periods of typing will be required. Long periods of sitting are required when paperwork and calculations must be completed.

WORKING ENVIRONMENT:

Normal indoor office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.