



## JOB OPENING

### Troup County Government

<b>Position:</b> Payroll & Benefits Clerk (PT)	<b>Department:</b> Human Resources	<b>Salary:</b> \$18.00/Hr
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Under general supervision and instruction this position is responsible for providing assistance and back up for the County's payroll to include processing the biweekly payroll and vendor payments, balancing and filing biweekly, quarterly and year-end taxes, preparing W-2s and maintaining employee benefit files.

#### Qualifications/Knowledge:

- ⇒ Must have at least 2 years of experience in payroll or a related field
- ⇒ Must have a current valid driver's license
- ⇒ Must be able to perform accurate data entry and calculations
- ⇒ Must be able to work independently and maintain a high level of confidentiality
- ⇒ Knowledge of payroll processes and procedures
- ⇒ Knowledge of accounting principles and practices
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of employee benefits administration principles
- ⇒ Knowledge of federal and state tax laws; knowledge of employment laws
- ⇒ Skill in prioritizing multiple projects and organizing work
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication; excellent customer service skills

#### Essential Duties and Responsibilities:

- ⇒ Answers and screens calls; refers calls to the appropriate personnel; greets visitors and provides information and assistance; responds independently when possible
- ⇒ Assists the Payroll & Benefits Generalist with the preparation and processing of the County's biweekly payroll; enters new hire information into the payroll system and reviews changes for accuracy; creates payroll register for Direct Deposit ACH file; prepares manual checks as needed; posts payroll to the General Ledger; uploads biweekly payroll files to ACCG secure site
- ⇒ Assists with coordinating, balancing and processing vendor payments for deductions withheld from payroll checks; calculates and pays biweekly payroll taxes; initiates reports for Grant reimbursable employees
- ⇒ Monitors benefit payments for employees on leave without pay; maintains garnishment, bankruptcy and child support files
- ⇒ Assists with balancing and filing quarterly and year-end taxes; complies information and distributes W-2s via the Payroll Portal
- ⇒ Assists with entering new payroll hour and deduction codes into the payroll system as needed; updates Tax Tables for FICA, Federal and State deductions according to IRS guidelines
- ⇒ Enters benefit changes into the payroll system from the Annual Open Enrollment period
- ⇒ Coordinates and/or conducts new hire Benefits Orientations; enters new employee data into the medical, dental and vision benefit systems; enters dependents, beneficiaries and deductions into the payroll system; assists employees with the completion of tax forms, direct deposit forms and benefit forms
- ⇒ Assists with processing the Election payroll for poll workers; completes employment verifications and wage surveys
- ⇒ Processes employee separations and prepares Separation Notices
- ⇒ Completes all payroll and vendor payment processes and year-end processes in the absence of the Payroll & Benefits Generalist
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 04012025 Payroll & Benefits Clerk

PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**