

## **POSITION DESCRIPTION**

# **JOHNSON COUNTY GOVERNMENT**

**POSITION:** Deputy Auditor – Lead Payroll Specialist  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

## Job Summary:

The **Payroll Specialist** is responsible for the management and oversight of all employee benefits programs, payroll, and related functions for the entire county, including all departments, agencies, and employees. This position carries a **very high level of responsibility** and operates in a complex, fast-paced environment where **accuracy and timeliness** are essential. With an **extremely high level of difficulty**, the administrator must ensure compliance with state and federal regulations, including working closely with the **State Board of Accounts (SBOA)**. The administrator will also negotiate and manage the county's benefit plans, onboard new employees, and act as a primary point of contact for all employee benefits inquiries, while ensuring all records are accurate and up-to-date. Errors in this role can have far-reaching impacts on employee satisfaction, legal compliance, and the overall financial stability of the county.

## **Key Responsibilities:**

- **Benefit Plan Negotiation and Administration:**
  - **Maintains records** of all benefit agreements, contracts, rates, and third-party vendor relationships, ensuring accuracy and compliance at all times.
  - Collaborates with **SBOA, DLGF**, and other external vendors to ensure that benefit plans are properly documented and aligned with county financial regulations.
- **Employee Onboarding and Record Management:**
  - **Assists with Orients and onboards** all new hires, entering employee data into the required systems and ensuring that all documentation is complete and accurate.
  - **Maintains employee records**, ensuring that all personal, employment, and benefits-related data is up-to-date and filed appropriately in accordance with county policies and legal requirements.
  - **Assist with Processes employee resignations, terminations, and exit interviews**, ensuring that all final benefits, pay, and tax forms are accurately processed.
- **Employee Benefits Administration:**
  - Assists with Administers a variety of **employee benefits programs**, including **health insurance, life insurance, disability, FMLA (Family and Medical Leave Act), and COBRA**. Coordinates with third-party vendors to ensure smooth processing of claims and program participation.
  - Assists employees with benefits **enrollment, changes, and claims**, providing guidance and answering any questions they may have about policy details, benefits, and deductions.

- **Tax Filing and Reporting:**
  - **Implements and creates W-2 forms** submits all required reports to the IRS, ensuring compliance with federal tax regulations.
  - Completes the **Form 941 quarterly** and ensures that **tax payments** are submitted to the IRS in a timely manner.
  - **Manages additional retirement plan contributions**, serving as the liaison between vendors and the county, establishing new accounts for employees, and maintaining accurate records of contributions.
- **Open Enrollment and Wellness Programs:**
  - Assists with Organizes and oversees **open enrollment periods** for employee benefits, ensuring all employees are provided with necessary information and can make informed choices about their benefits.
  - **Manages wellness programs** and incentive programs during open enrollment periods, including distributing forms and tracking employee participation.
  - Assist with coordinating **benefit-related informational sessions**, providing guidance on available benefits and answering employee questions.
- **Payroll Administration and Record Keeping:**
  - **Administers in payroll processing**, ensuring that all deductions for benefits, taxes, and retirement plans are accurately reflected on employee paychecks.
  - Ensures that **voluntary life applications** and premium payments are accurately processed during open enrollment periods, collaborating with third-party underwriters.
  - **Maintains accurate time records** for all employees, working with department heads and staff to ensure compliance with timekeeping systems and regulations.
  - Ensures all income withholdings, garnishments and bankruptcies follow legal limitations and regulations in appropriate jurisdictions and are accurately processed and paid on time.
  - **Enforcing Employee Handbook** to ensure that policies are enforced fairly and consistently across all departments and levels of the organization, promoting a culture of fairness and respect in the workplace.
- **Clerical and Administrative Support:**
  - Performs a variety of **clerical duties**, including typing, copying, mailing, and filing benefits-related correspondence, reports, labels, and forms.
  - **Processes incoming/outgoing mail** and maintains **up-to-date computer files**, ensuring all benefits and payroll-related documentation is accurate and accessible.
- **Employee Inquiries and Support:**
  - Serves as a **primary point of contact** for all employee inquiries related to benefits, policies, and payroll. **Responds promptly** to inquiries and provides clear, accurate guidance.
  - **Assists employees** with understanding their benefits, policies, and procedures, ensuring that they are fully informed about their options.

## Why this Role is Critical:

- **High Responsibility Level:** This position carries a **very high level of responsibility**, as errors in benefits administration, tax reporting, and payroll can lead to significant legal, financial, and employee satisfaction issues. It is critical that all tasks are completed accurately, on time, and in compliance with applicable laws and regulations.
- **Cross-Departmental Collaboration:** This role requires close collaboration with all other departments, including the **Auditor's Office**, **Treasurer's Office**, and **HR Department**, as well as external agencies such as the **State Board of Accounts (SBOA)** and any and all benefit vendors, **Department of Local Government Finance (DLGF)**. The administrator must ensure that all employee benefits and payroll data align with county policies and state regulations.
- **Employee Impact:** Decisions made in this role directly affect **employee compensation**, **benefits**, and overall satisfaction with county employment. Incorrect benefit enrollment, tax filings, or payroll errors can cause significant issues for employees, including delayed payments, incorrect benefits, and legal complications.

## **JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Prior experience with payroll preferred.

High school diploma or GED.

Must be at least 18 years of age. With at least 5 years of experience.

Working knowledge of Department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to perform arithmetic calculations, accurately receive, receipt, and record monies, maintain accurate records, and prepare various forms as required.

Working knowledge of Standard English grammar, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, fax machine, copier, scanner, and telephone.

Working knowledge of and ability to use Microsoft Word, Excel and Outlook, the Internet, US and Indiana Department of Labor Codes, and office payroll manual.

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 effectively communicate orally and in writing with co-workers, other County departments, Public Retirement System, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment.

Ability to read/carry out simple instructions, plan and layout assigned work, memorize and retain instructions, present findings in oral or written form, and prepare detailed reports.

Ability to occasionally work extended hours and travel out of town for training, sometimes overnight.

**RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to a flexible, customary routine with priorities determined by supervisor and seasonal deadlines. Follows standard operating procedures or policy and procedural manuals. Work is primarily reviewed for adherence to instructions/guidelines and compliance with legal requirements. Errors in work are usually prevented through standard bookkeeping checks, and are detected through notification from other departments, agencies, and/or the public. Undetected errors may result in loss of time for correction, and/or loss of income for employees.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Public Retirement System (INPRS), and the public for the purpose of giving and receiving information and explaining and interpreting policies and procedures And maintaining a cooperative work environment. Incumbent reports directly to Auditor/First Deputy/Supervisor.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, bending/reaching, pushing/pulling objects, hearing sounds/communication, keyboarding, handling/grasping/fingering objects, speaking clearly, color/depth perception, and close/far vision.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll Deputy for the Auditor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that 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/Type Name