

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** Payroll/Insurance Deputy  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT C

**DATE WRITTEN:** October 1995  
**DATE REVISED:** January 2019

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

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Payroll/Insurance Deputy for the Auditor, responsible for preparing and processing County payroll and assist administering insurance for all county employees.

**DUTIES:**

Prepares and processes bi-weekly payroll, verifying calculations, signatures, deductions and account numbers, communicating with other departments to resolve problems, entering on computer, preparing related claims and reports and reconciling accounts.

Prints, sorts and distributes payroll checks, and types and forwards related checks, such as garnishments, voluntary deductions, social security and withholding.

Maintain current employee records, including entering new and revised information on computer and filing forms.

Calculate and process various income tax deposits, such as federal, state and county taxes, FICA and Medicare, including preparing and submitting related reports according to legal requirements and deadlines.

Assists Human Resources in administering employee insurance programs, including assisting personnel with enrollment forms, entering data and deductions on computer, preparing and processing invoices and claims. Administer Public Employee Retirement Fund (PERF) program, including enrolling/terminating personnel, complete and process retirement forms, prepare and submit required reports and payments.

Perform duties of other Department personnel in their absence or as assigned.

Complete various year-end procedures, including reconciling payroll accounts, printing and distributing W-2 forms to County personnel, complete and mail miscellaneous income forms to appropriate vendors and completing and forwarding reports as required. Periodically complete various governmental surveys as assigned.

Periodically attends training sessions as required.

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

High school diploma or GED. Payroll experience preferred.

Working knowledge of basic bookkeeping principles, and ability to perform arithmetic calculations, accurately receive, receipt and record monies, and prepare and maintain accurate records, reports and forms as required.

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

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

Ability to multi-task often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

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

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

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

## **II. RESPONSIBILITY:**

Incumbent performs a variety of bookkeeping duties according to a customary routine, influenced by legal deadlines. Work is periodically reviewed in progress for compliance with Department policies and procedures and legal requirements, and technical accuracy. Errors in incumbent's work are usually prevented through procedural safeguards and are readily detected through standard bookkeeping checks. Undetected errors may result in loss of time to correct error and/or loss of money to County, County personnel and/or other agencies.

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

Incumbent maintains frequent contact with co-workers, other County departments, insurance personnel and the public for the purpose of exchanging and explaining information, resolving problems, and assisting in supervising and directing personnel.

Incumbent reports directly to Auditor.

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

Incumbent performs duties in a standard office environment and at a service counter, which may involve sitting/standing for long periods and lifting/carrying objects weighing under 25 pounds. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll/Insurance 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 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

**JOB POSTING**  
**STEBEN COUNTY AUDITOR**

**POSITION:** Payroll/Insurance Deputy  
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**DATE WRITTEN:** October 1995                      **STATUS:** Full-time  
**DATE REVISED:** March 2000                      **FLSA STATUS:** Non-exempt  
**DATE REVISED:** May 2014

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

Prepare and process bi-weekly payroll, verifying calculations, signatures, deductions and account numbers, communicate with other departments to resolve problems, prepare related claims and reports and reconciling accounts;  
Print, sort and distribute payroll and related checks;  
Prepare receipts to deposit payroll deductions in appropriate fund accounts;  
Maintains current employee records on computer and files;  
Calculate and process various income tax deposits and related reports;  
Administer employee insurance and retirement programs, assist personnel, enter data on computer, prepare /process invoices and claims as needed;  
Respond to employees, other officials and agencies providing information,  
Assist with enrollment forms and payments, resolving complaints, and/or directing/transferring to appropriate individual or Department as needed;  
Perform duties of other Department personnel in their absence or as needed;  
Complete various year-end procedures and reports, reconciling payroll accounts, and filing appropriate reports and forms;  
Periodically attends training sessions as required.

**REQUIREMENTS:**

High school diploma or GED;

Working knowledge of basic bookkeeping principles, and ability to perform arithmetic calculations, accurately receive, receipt and record monies, and prepare and maintain accurate records, reports and forms as required;

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter,

copier and calculator;

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions;

Ability to effectively communicate orally and in writing with co-workers, other County departments, insurance personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to understand and follow oral and written instructions, and work with others in a team environment with minimum supervision;

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

Title: Payroll/Insurance Deputy

Department: Auditor

Factors:

COMOT C

Status: Full-time

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