

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**PAYROLL ACCOUNTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform accounting/financial work associated with processing payroll documentation. Duties and responsibilities include processing payroll documentation/information, generating payroll reports, and maintaining records. Assignment to Finance Department reports to Payroll Supervisor. Assignment to Sheriff's Department reports to Administrative Supervisor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes a variety of documentation associated with county/department operations, within designated timeframes and per established procedures.

Assists in interpreting, applying, and ensuring compliance with applicable accounting guidelines, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Performs a variety of general accounting/bookkeeping functions, such as researching financial discrepancies, correcting data errors, keying financial data, or maintaining financial records.

Prepares/processes bi-weekly and monthly payroll for county employees; receives/organizes timesheets; reviews for accuracy and completeness; makes necessary calculations; researches discrepancies or missing information.

Enters data into computerized financial system and balances/verifies data; keys time worked, salary information, payroll deductions, vacation/sick leave information, changes to employee records, or other payroll data into computer system; verifies accuracy of entered data and makes corrections; reconciles entered payroll data with payroll edit reports; generates payroll reports; maintains records.

Audits payroll documentation to ensure accuracy.

Prepares journal entries and balances accounts.

Prepares various payroll reports, reporting forms, or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals or agencies.

Provides general/financial support to the department.

Provides required documentation and information to auditors during external audits.

Prepares or completes various forms, reports, correspondence, payroll reports, or other documents.

Receives various forms, reports, correspondence, time sheets, personnel action forms, accounting guidelines, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

## **Rutherford County, Tennessee • Payroll Accountant**

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Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Prepares departmental files; maintains file system of departmental records.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Responds to complaints and questions related to payroll or other department issues; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, vendors, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

### **Assignment to Finance Department may involve the following additional functions:**

Processes, calculates, and monitors garnishments and other court-ordered deductions; prepares/submits required reports or documentation.

Receives garnishments; reviews, completes, processes, forwards or retains as appropriate.

### **Assignment to Sheriff's Department may involve the following additional functions:**

Responds to complaints and questions related to workers compensation and benefits issues; processes workers compensation claims.

Assists in preparing annual budget documentation and prepares budget balance sheets.

Assists and maintains security card system for all Sheriff's Department, Judicial, and Building Codes employees.

Serves as custodian of petty cash; disburses petty cash funds for expenditures; ensures proper receipts and documentation for expenditures; balances petty cash account; processes replenishment of funds as needed.

Maintains records pertaining to transport of prisoners and dispenses money allocated for transport costs.

Serves as computer representative for payroll departmental needs.

Computes reconciliation of bank account for jail commissary.

## **ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in Accounting; supplemented by two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, payroll administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Most possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**PHYSICAL DEMANDS ANALYSIS**

**1. SITTING**

Tasks: Enter Data

Estimated Total Hours: 7.5 Maximum Continuous Time: 12

**2. LIFTING/CARRYING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs				X	
51-75 lbs					
76-100 lbs					
>100 lbs					

**3. BENDING/SQUATTING/KNEELING**

Tasks: Putting terminated employee files in storage boxes & filing

Frequency: Once a week filing. 4-6 weeks working with storage boxes

**4. REACHING**

Tasks: Filing

Hands Used: RIGHT LEFT BOTH X

**5. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	<u>100</u> % of time
Outside	<u>          </u> % of time

**6. OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>		X
<b>Jumping</b>		X
<b>Lying on Back</b>		X
<b>Lying on Stomach</b>		X
<b>Twisting</b>		X
<b>Sweeping/Mopping</b>		X
<b>General Cleaning</b>		X
<b>Handling Trash</b>		X

**7. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		All day
<b>Grasp</b>	X		All day
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		All day



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date