

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Payroll Assistant

**Reports to:** County Administrator

**Date:** September 10, 2024

**Department:** Administration

**Grade:** F (\$20.90 per hour)

**Hours Per Week:** 25-29 LTE (6 -9 Months)

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## PURPOSE OF POSITION

The purpose of this position is to perform various accounting duties with an emphasis on payroll administration and project management for Richland County under the direction of the County Administrator.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Process payroll for Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts, and statutory requirements.
- Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits, and direct deposit accounts.
- Submit new hires or any employee not paid within a 60-day time frame to the Wisconsin New Hire Reporting Center as required by State Law.
- Verify new hires' social security numbers using the Social Security Business Services Online system.
- Maintains and balances Employee vacation, sick, and comp times per County policies and union contracts.
- Computes and enters wage and fringe benefits data for health, dental, life insurance, retirement, Flex Section 125 plan, loss of time, and union dues.
- Maintains benefit files.
- Process the monthly benefit billings and ensure the billing accuracy of employees listed on each bill.
- Generate required reports and remit deductions and withholdings to vendors and taxing authorities.

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- Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.
- Process Unemployment compensation billings and eligibility forms.
- Draft letters and send out required notices to employees.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Preference for an Associate degree in Accounting or Payroll Administration
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to wage, hour & payroll.
- Must be proficient in Microsoft Excel and Microsoft Word.
- Must be detail-oriented.
- Must be organized.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information to determine the relationship of the data regarding criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data and information. Ability to assemble, copy, record, and transcribe data. Ability to classify, compute, and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures, and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, and Wisconsin Retirement Fund rules and guidelines. Union contracts, Avenue Insights, Payroll Operation Manual, Securian Life Insurance Manual, insurance billings, unemployment guidelines, non-routine correspondence, and laws.
- Ability to communicate effectively with the County Administrator, co-workers, all county employees, Department Heads, the general public, and County Supervisors.

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## Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate percentages, decimals, and fractions, and interpret basic descriptive statistical reports.
- Judgment and Situational Reasoning Ability
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring the exercise of judgment.

## Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping, and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing, and pulling. Ability to handle, finger, and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Richland County 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

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