

DEPARTMENT: **AUDITOR**

POSITION: **PAYROLL/EMPLOYEE BENEFIT SPECIALIST**

REPORTS TO: **AUDITOR**

FLSA STATUS: **NON-EXEMPT**

Job Description Summary - Under general supervision, assists in the operation of the County Auditor's Office. Performs payroll duties; acts as HIPAA Privacy Officer; Employee benefit administration officer, required to assist with voter registration and elections; assists public by providing information on a variety of matters; and performs other tasks assigned by the Auditor.

Essential Job Duties

Using the County's financial software, reviews employee time sheets for accuracy and enters information accurately into the payroll system for payment; maintains paid time off records; prints pay checks and delivers to employees; prepares monthly/quarterly/yearly payroll reports. At the end of the calendar year, prepares and sends tax forms as necessary.

Acts as HIPAA Privacy Officer; reviews/updates county policies as approved by the supervisors; organizes employee training; and resolves any payroll complaints.

Using the County's health insurance company's web-based program, trains employees to use the system and assists in enrolling new employees, updates/assists status of existing employees, and prepares the monthly billing and the necessary payroll deduction information.

Assists Auditor with election administration, processes absentee ballot requests, organizes poll workers, and helps with election equipment and polling place setup, as needed.

Assists customers with a variety of matters, including voter registration, elections, and financial matters.

Performs a variety of clerical and office support duties, including assisting with telephone and reception duties, typing and filing. As well as claims processing when needed.