

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

TRANSITIONAL PAYROLL SPECIALIST

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$22.91 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH WEDNESDAY,

JULY 6, 2022.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Transitional Payroll Specialist

Commission

COMM/8
Job Grade: 17

JOB SUMMARY

This position is responsible for coordinating the county's payroll operations.

MAJOR DUTIES

- Tracks and maintains record of paid and non-paid leave accruals.
- Collects timecards of hourly employees and enters into payroll software; sends file to bank; ensures all appropriate deductions are taken.
- Prepares and submits payroll budget to County Commission.
- Sends merit pay slips to each department; places recommendations on commission agenda.
- Maintains payroll records.
- Makes federal tax and social security tax deposits.
- Submits state withholdings, judicial FICA payments, employee retirement contribution reports, and Board of Registrars reports.
- Reconciles monthly insurance billing.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of payroll management principles and practices.
- Knowledge of federal and state payroll withholding requirements.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.

- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include IRS guidelines, insurance requirements, Retirement System of Alabama procedures, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized and administrative duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate county payroll processes. Successful performance helps ensure the overall effective and efficient operation of the county government.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, insurance company representatives, RSA representatives, retirees, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.