

**Adair County – Auditor’s Office
Position Description**

Position: Payroll Clerk
Department: Auditor
FLSA: Non-Exempt

Full Time
Reports to: County Auditor
Effective Date: August 2023

General Summary:

Under the general direction of the Auditor, completes the payroll process for all County employees, works with the County’s insurance and benefit providers, and performs general office duties. Works with confidential health insurance and payroll documents. Cross-trained to process claims for payment, make real estate transfers, election support and voter registration, and other processes as assigned by the Auditor.

Essential Functions:

- Processes payroll, payroll reports that include health insurance, FICA, IPERS, payroll deductions, state and federal reports, maintain personnel files, ACH preparations and filings. Quarterly reports. Prepares correspondence to employees.
- Prepares W-2s, 1094s, and 1095s.
- Prepares and files the PCORI 720 Tax Form in accordance with the Affordable Care Act (ACA) for the County’s partially self-funded health plan.
- Participates in the control of and balancing of the County’s self-funded health fund covering all County transactions, expenses and revenues and gathering all information for the Annual 509A Actuarial Report in accordance with Section 509A.15 of the Iowa Code.
- Communicates with vendors regarding employee health, dental, and vision insurance and benefits.
- Prepares annual renewal documents for health, dental, and vision insurance.
- Issues and tracks documents for Family Medical Leave.
- Prepares claims related to payroll and balances periodic, monthly, quarterly, and year-end financial/payroll reports for County departments.
- Provides election support including registering voters, processing absentee ballots, election and equipment setup, I-Voters software, etc. Completes and retains SEAT certification.
- Acts as the County’s HIPPA compliance officer and trains new employees on HIPPA.
- Answer phones, type, file, maintain archives, shredding, historical document scanning, and other miscellaneous general office duties.
- Completes annual salary survey for the Iowa State Association of Counties.
- Compiles compensation board comparisons at the request of the Auditor.
- Processes Passports. Becomes a certified acceptance agent and completes annual recertification.
- Issues parcel letters to surveyors. Assists public in finding real estate deeds.
- Verifies checks for payment prior to mailing.
- Prepares minute book index.
- Types letters or reports, prepares spreadsheets.
- Assists the public and employees at the counter and over the telephone.
- Attends meetings and training sessions as requested including some outside of the normal workday schedule.

Physical Demands:

Ability to frequently move between floors. Ability to move to different heights to file, record entries, and run copies. Must lift and carry 23-pound books, office supplies, and odd size materials. Must move 300lbs wheeled carts full of election equipment and supplies. Sits to use computer and shredder. Normal office dexterity needed.

Cognitive Demands:

Calculates, analyzes, alphabetizes-must have ability to use personal computer. Must be very organized, detail-oriented, and able to meet hard deadlines. Must keep records confidential as required. Must be able to adjust to changing circumstances and information. Need to be able to work independently with little to no supervision. Must have excellent verbal and written communication skills. Must be able to develop and maintain constructive and cooperative working relationships with the public, employees, other government agencies, and other county departments.

Work Environment and Equipment:

Works in an office environment. Uses office equipment including personal computer, laptops, typewriter, 10-key calculator, copy machine, printer, scanner, bar scanner, election tabulator, and fax machine. Requires going to the basement.

Entry Qualifications:

Must have typing ability, numerical skills, computer skills including knowledge of Microsoft Office and Excel, and ability to use a 10-key calculator. Must be able to multi-task, have organizational skills, and the ability to work with the public and a fast-paced environment. Must be willing to learn and be a self-starter.

Work Schedule:

Normal business hours of the courthouse with at least 40 hours per week scheduled on a regular basis. Saturday and evening hours are necessary for elections. Attend out of town and/or overnight training sessions.

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- Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 - All requirements are subject to possible modification to make reasonable accommodations for individuals with disabilities.
 - Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
 - Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.