

UNION COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Budgetary Officer II - Payroll Specialist
Class Number:	Class Title:
Dept./Div.: Auditor	Employment Status: Full-time
Reports to: Chief Budgetary Officer	FLSA Status: Non-exempt
Normal Hours:	EEO Status: 02 – Professional
Civil Service Status: Unclassified	Grade: 11 Pay Range: \$18.44 – \$27.66

CLASS DESCRIPTION:

Under general supervision of the Chief Budgetary Officer, provides full budgetary support for all **Payroll Activities**, including OPERS and Benefits processing and completion of all period-end closing. Performs other related duties as required, including assisting with budgetary processes as assigned by the Budgetary Supervisor. Position has no supervisory duties.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent, two (2) or four (4) year accounting degree is preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities, specifically fund accounting, work experience in government finance. **High emphasis on experience with fund accounting**, specifically clear understanding of all aspects of **payroll processing**, OPERS, benefits plans, etc. **Current experience with Munis budgetary & payroll system is required. Mastery level preferred.** The best candidate will also possess a firm understanding of public finance. Must be able to meet bonding requirements of the state of Ohio.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, other applicable computer software); printer, copy machine, fax machine, other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 15 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 9/21/2021

Dublin, Ohio 43016

{6/30/2016 PDUNNAD 00174298.DOCX }

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 85% (1) Processes office payroll and all related activities, including employee benefits programs
- 10% (2) Assists in other areas of the budgetary department, as needed, such as payroll balancing, system training, etc. Uses Munis Budgetary system for all financial activities.
- 5% (3) Attends staff meetings as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Payroll processing, *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; real estate; data processing techniques and procedures; *office practices and procedures; Ohio Revised Code (real estate); bookkeeping; Benefits Administration.

Skill in: computer operation; use of modern office equipment; **proficiency with Munis budgetary system.**

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written form; resolve complaints from angry citizens; understand Munis budgetary system, governmental accounting procedures, governmental seasonal reporting requirements, and Ohio laws pertaining to such.

POSITIONS DIRECTLY SUPERVISED:

N/A.

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(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)