

**Willacy County**  
Job Description  
**Payroll Assistant**

**GENERAL STATEMENT OF DUTIES:** Performs routine clerical, bookkeeping, accounting, and administrative work in performing the County's payroll function and in completing other accounting duties to support the County Auditor and Auditor's department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and process biweekly payroll timely and accurately. Payroll processing will include review of time entry and other records, data entry, employee changes, processing of child support, preparation of the direct deposit file for the bank, processing paper checks, as needed, etc.
- Review and updates employee leave records
- Maintains payroll related employee leave records, such as sick or vacation leave, and provides related reports, as needed.
- Creates & maintains payroll files (binders) and other records related to the payroll function.
- Reviews and reconciles payroll reports including supplemental insurances, child support, and corrects errors to ensure accuracy of payroll.
- Responsible for processing payroll from start to finish often against tight deadlines.
- Prepares or assists in preparation of the required monthly, quarterly and annual payroll related reports for County Auditor, State, and Federal Agencies (e.g., Form 941, retirement, insurance ACA reporting, workers comp, unemployment, W-2s, etc.)
- Reconciles and inputs payroll data to update the general ledger and generate the vendor payments for payroll deductions (e.g., Medical and supplemental insurances, child support, workers comp, unemployment, etc.).
- Assists in reconciling general ledger accounts to various payroll reports.
- Answers payroll related questions from employees and provides duplicate copies of payroll records as needed.
- Performs employment verifications.
- Prepares periodic financial, statistical or operational reports, as requested.
- Reconcile accounts within the payroll fund and prepare journal entries.
- Maintains abreast of Willacy County Policy and Procedures and other policies and procedures of a financial matter related to employees payroll.
- Serves as a back-up to related accounting positions, including accounts payable functions.
- Provides support and assistance to other auditor's staff, as assigned, to support departmental operations.
- Composes, prepares, and/or edits, as required, correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Participates in the preparation of the annual budget by providing, reviewing, editing, and/or entering payroll related data into the budget spreadsheets or reports needed.
- Participates in the annual audit process, including calculation of the year-end payroll accrual, assist with sample pulls during field visits, and input year-end payable entries, etc.
- Performs a variety of marginal duties not listed and to be determined and assigned as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- High School Graduate or GED required
- Minimum one-year experience in a professional setting.
- Preferred education and experience in the accounting profession.
- Two (2) years of increasingly responsible related experience in accounting, general office practices or data processing.
- Comprehensive knowledge of how payroll taxes and deductions are computed.
- At least six months experience with WINDOWS environment to include Microsoft WORD, EXCEL and Outlook.
- Candidates with equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

**KNOWLEDGE, SKILL AND ABILITY:**

- Working knowledge of general accounting procedures, basic bookkeeping principles and office practices, including two (2) years clerical experience.
- Proficient in Microsoft office including Microsoft Word, Excel and Outlook, with the ability to prepare Excel spreadsheets.
- Working knowledge of accounting software systems, preferably Incode (Tyler Technologies).
- Position requires the ability to work accurately under pressure and meet deadlines including balance multiple competing priorities and deadlines
- Must be able to multi-task and adapt to a busy work environment.
- Good organizational and time management skills.
- Attention to detail is critical and must be able to maintain focus in situations where many interruptions may occur.
- Ability to correlate and evaluate a large volume of written and numerical data and to prepare accurate reports.
- Ability to perform accurate & efficient data entry and mathematical and accounting calculations and provide change.
- Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered.
- Ability to deal effectively and professionally with co-workers, with people of all levels of the county, and with people having business with the county.
- Dependable and punctual.
- Skill to effectively communicate with others (verbally and in writing).
- Skill to type data entry at a medium/high speed with accuracy and efficiency.
- Usage of 10 key calculator (by touch) at medium speed.

**BENEFITS:**

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

**HOURS:**

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department.

If you wish to apply for the Payroll Assistant position, please send resume, transcript(s) or certificate and completed application by email to [maria.maldonado@co.willacy.tx.us](mailto:maria.maldonado@co.willacy.tx.us). All applications will be accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.