



Office of Bedford County Human Resources  
1 Public Square Courthouse, Suite 10 I  
Bedford County Mayor's Office  
Shelbyville, TN 37160

## **Bedford County Finance Dept. Payroll Bookkeeper**

Definition – Payroll Bookkeeper- The purpose of this classification is to perform accounting/financial work associated with processing payroll and to perform clerical/administrative work associated with administration of county insurance plans. Duties and responsibilities include processing payroll documentation/information, generating paychecks and payroll reports, coordinating tax reporting and payments, administering employee health/life insurance plans, tracking and reporting information as required by the Affordable Care Act, communicating benefits to employees and distributing insurance materials, processing insurance enrollments/changes, reconciling payroll deductions for insurances, administering workers compensation insurance, producing various reports and maintaining records. Reports to Finance Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes a variety of documentation associated with county/department operations within designated timeframes and per established procedures.

Assists in interpreting, applying and ensuring compliance with applicable accounting guidelines, employment laws, and all other applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Prepares/processes weekly, bi-weekly and/or monthly payroll for county employees; receives/organizes timesheets; reviews for accuracy and completeness; makes necessary calculations; researches discrepancies or missing information; ensures timely completion of each payroll, deposit of money into payroll account and wiring of direct deposit data to financial institution; generates payroll checks; prepares check stubs for distribution, mailing or upload; processes voids and stop payments as appropriate.

Processes, calculates and monitors garnishments and other court-ordered deductions; prepares/submits required reports or documentation; responds to all employment verification requests and completes surveys requesting payroll information.

Enters data into computerized financial system and balances/verifies data; keys time worked, salary information, payroll deductions, vacation/sick leave information, changes to employee records or other payroll data in computer system; verifies accuracy of entered data and makes corrections; reconciles entered payroll data with payroll edit reports; generates payroll reports and checks; posts payroll data to general ledger; maintains records.

Processes all applicable tax payments; ensures proper calculation of federal/state taxes and timely wiring of tax payments; prepares required tax reports and submits to appropriate agencies; completes and distributes W2 forms according to established federal guidelines; assists with the completion and submission of the Affordable Care Act tax forms (1095s).

Serves as contact person with all insurance vendors; administers health, cancer, disability, life, workers compensation and other insurance plans for county employees; assists employees with contact information for insurance carriers; properly tracks all employees and reports appropriate information as required by the Affordable Care Act.

Provides assistance, information and documentation to employees regarding benefits, insurance coverage, options, costs and other issues; notifies employees of benefit changes and distributes new plan materials; notifies employees of status of flexible plan benefits with requests to change payroll-deducted insurances; distributes various materials related to insurance benefits, such as enrollment forms, handbooks, insurance cards or claim forms.

Enrolls new employees in insurance programs; receives health/life insurance enrollment/application forms; reviews for completeness; forwards documentation and information to insurance carrier; enters and reconciles payroll deductions and changes; verifies payroll information is complete and accurate; corrects information if needed; maintains accurate records of employee benefits.

Notifies employees and dependents who no longer meet eligibility requirements for health insurance (due to termination of employment, retirement, leave of absence, ineligible age of dependent or other status change) of their insurance coverage status, including insurance termination date, COBRA continuation options and related issues.

Prepares or completes various forms, correspondence, surveys, payroll checks, check registers, payroll reports, benefits and insurance reports, retirement reports, federal/state tax forms/reports, salary schedules, notices, workers compensation forms or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals or agencies; ensures submission of any associated payments.

Prepares salary and benefit projections for the budget and audit. Prepares bank reconciliations. Works closely with HR to ensure accurate processing regarding wage deductions and new hires/terminations; maintains confidentiality of sensitive information.

Provides general/financial support to the department.

Receives various forms, reports, correspondence, time sheets, personnel action forms, new hire forms, tax forms, garnishments, insurance policies, enrollment forms, insurance applications, insurance cards, insurance billing statements, claim forms, handbooks, plan descriptions, bank statements, tax guides, accounting guidelines, laws, policies, procedures, manuals, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections;

utilizes word processing, database, spreadsheet, financial or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner; coordinates service/repair activities as needed.

Prepares departmental files; maintains file system of departmental records.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Responds to complaints and questions related to payroll, taxes, workers compensation, insurance plans, benefits issues or other department issues; provides information, researches problems and initiates problem resolution.

Communicates with supervisor, county officials, employees, dependents, retirees, former employees, other departments, vendors, financial institutions, state/federal agencies, retirement plan administrator, insurance companies, claims adjusters, medical providers, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required

### **MINIMUM QUALIFICATIONS**

Must possess a minimum of a Bachelor's Degree in Accounting, Finance, Business Management or closely related financial field; supplemented by a minimum of two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, payroll and insurance administration, and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

#### Work Environment

- Work Monday through Friday 8 am to 4:00 pm
- Provide customer service
- Full time office environment with co-workers

Bedford County is an Equal Opportunity Employer

Application Deadline

All applications must be submitted online or by hand or mail to HR dept. no later than July 06, 2018

Please visit [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org)

Printed applications may be mailed or delivered to:

HR Department- Attn. Anita Epperson  
1 Public Square, Suite 101 - Bedford Co. Mayor's Office  
Shelbyville, TN 37160

