

**OKANOGAN COUNTY COMMISSIONERS**

**RESOLUTION 37 - 2022**

*A resolution reclassifying and adopting updated job description for Payroll Deputy*

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

**WHEREAS**, the Collective Bargaining Agreement for the Courthouse Employees Article 8.1 states that each job in the Courthouse will receive a written job description; and

**WHEREAS**, there are two payroll positions within the Auditor's Office that perform similar duties for the County and Public Works and are cross trained to perform each other's duties; and

**WHEREAS**, the Auditor has requested that the Accounting Clerk III (AUD004AC3-002) position be reclassified to Payroll Deputy Grade 18; and

**WHEREAS**, the current Payroll Lead (AUD004AC3-001) position be renamed to Payroll Deputy; and

**WHEREAS**, the Auditor has created a new Payroll Deputy job description for both positions (see attached); and

**WHEREAS**, the Auditor has agreement from the Teamsters Local 760 business representative.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that effective March 21, 2022, the Accounting Clerk III position (AUD004AC3-002) grade 16 is hereby changed to a grade 18.

**BE IT FURTHER RESOLVED**, that Payroll Lead position (AUD004AC3-001).

**ATED** at Okanogan, Washington this 22 day of March, 2022.

**ATTEST:**

  
  
Laleña Johns,  
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Andy Hover, Chairman

  
Chris Branch, Member

  
Jim DeTro, Member

**TITLE: PAYROLL DEPUTY****GRADE: 18****FLSA Status: Non Exempt****Supervisory Duties: No*****Scope of Responsibility:***

Performs all aspects of the county's payroll functions. Provides payroll processing for all regular, temporary, on-call, hourly and summer exempt and non-exempt employees. Interprets and implements payroll regulations and policies. Ensures procedural compliance, accuracy and deadlines. Stays up to date on new and changing federal and state payroll laws as well as County policies. Process junior district accounts payables as needed. May perform other duties and special tasks to support the Auditor's office as assigned by the Auditor and/or Finance Manager. Duties are performed with minimum of direct supervision, requires the use of good judgment and independent decision-making.

***Typical Duties:***

Manages the payroll database includes maintaining the integrity of payroll computer system, updating and refining the database, creating and improving reporting capabilities, etc for the County.

Processes personnel time records and other authorized documents to insure timely payment to employees for services for the County. Audits payroll to verify and ensure proper account coding, documentation, timekeeping accuracy and regulatory compliance.

Inputs new hires benefits and deductions into payroll computer system in accordance with all state and federal regulations and consistent with the benefits and classification systems and union contracts of the County

Generates two payroll runs per month. Includes inputting and auditing data, coordination with Treasurer's office, printing checks, posting transactions, sorting and distributing checks to departments, preparing and balancing required reports for Treasurer and 941 payments.

Balances and processes monthly payments to employee benefit vendors, quarterly 941, L&I, Employment Security and Risk Pool reports, yearly W-2s and W-3s, etc for the County.

Collects, researches and assembles paperwork/reports and answers questions required by State Auditor.

Informs Finance Manager and/or Auditor in the event there are any discrepancies or concerns in payroll processing or payroll tax payments as well as any audit requests from outside agencies.

Works closely with the County HR department regarding payroll processes regarding federal and state law, collective bargaining agreements and county policies.

Develops and manages annual Payroll budgets for the County and performs periodic cost analysis as assigned by the Auditor.

Prepares yearly Payroll Chart estimating budget numbers for next year's salaries as assigned by the Auditor.

Works with the Auditor and the HR department to interpret and implement payroll regulations and policies.

### ***Qualifications:***

#### **Required:**

High School diploma, GED or equivalent

Two years of bookkeeping/accounting experience as an Accounting Clerk II, an AA or equivalent degree in accounting or business may substitute for one year of required experience.

Proficient ten key skills and computer skills (word processing, spreadsheet and database applications).

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements.

#### **Preferred:**

College level course work in accounting/business.

Experience in the public sector accounting (payroll).

### ***Knowledge, Skills, and Abilities:***

Knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as defined in the job description.

Ability to work independently and creatively with only minimal instruction, orientation and supervision.

Knowledge of general accounting/bookkeeping procedures and practices

Ability to perform precise and accurate mathematical functions

Ability to communicate effectively both orally and in writing

Ability to follow procedures and comprehend regulations, policies and common practices related to work performed

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.*



***Physical Demands:***

The working environment for Payroll Deputy is primarily in an office setting; however individual shall be expected to travel to County off-site locations and to attend meetings, conferences, seminars and other job related activities. The duties are usually sedentary but may require standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pulling, twisting; requires sense of touch, finger dexterity. Ability to grip with fingers and hands and ability to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires ability to discern voice conversation, to see with close, far, side vision with depth perception.

***Acknowledgement:***

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility of the position.

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Employee Signature/Date