



FREDERICK COUNTY GOVERNMENT
is currently accepting applications for the position of:

Payroll Administrator

Finance Division

An Equal Opportunity Employer

WAGE: \$74,931.00 Annually

OPENING DATE: 10/18/22

CLOSING DATE: 11/01/22 04:00 PM

FLSA STATUS: Exempt

SPECIAL FUNDING: None

JOB INFORMATION:

Exempt; full-time; 40 hours per week; Monday - Friday; 7:30 a.m. - 4:30 p.m.; full-benefits

This professional position oversees bi-weekly payroll processing and ensures the accuracy of payments and compliance with the Fair Labor Standards Act, for all Frederick County employees. This position also manages accounting payroll postings, and tax filings and payments, and creates notes for the annual comprehensive financial report. Supervision is given to payroll staff; Supervision is received from the Accounting Supervisor.

Frederick County Government recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to Frederick County Government today.

TOTAL COMPENSATION PACKAGE:

Frederick County offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect in your first year as a full time benefited Frederick County Government employee.

- 11 days of Vacation leave with increase after 2 years of employment
- 15 days of Sick leave with unlimited annual carryover
- 11 paid scheduled holidays, plus 2 additional floating holidays
- Day 1 coverage of comprehensive Medical Insurance Plan option to include generous County HSA contribution (if enrolled in the high-deductible plan). This is part of a full range of benefits including Dental, Vision, and Flexible Spending
- 100% County paid 2x annual salary Group Term Life Insurance benefit
- Work/Life balance programs include: Employee Assistance Program and Employee Wellness Program
- Generous Tuition Reimbursement Program
- County and Employee funded Defined Benefit Pension Plan
 - Vesting after 10 years of service
 - Additional service credit for eligible previous public service, military service, etc
- Other employee paid benefits such as Deferred Compensation Plan, Legal Resources, Supplemental Life Insurance, etc.

For more information, visit our [benefits page on the Frederick County Government job opportunities webpage](#).

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Supervise and assist with the payroll processing for Frederick County Government employees of bi-weekly payroll using Infor Payroll System
- Supervise, evaluate, and train Payroll Analysts; interview and participate in hiring of new staff
- Coordinate with Human Resources and IIT to ensure correct employee data, collaborate to set-up new pay codes, deduction codes, other codes as needed
- Reconcile all quarterly tax accounts as well as payroll liability accounts
- File electronic tax withholdings to the federal government and appropriate states
- Prepare tax returns for multiple state tax agencies as well as Maryland Unemployment
- Review Direct Deposit changes, tax changes and addresses changes for accuracy in the calculation of taxable wages
- Prepare annual W-2s including reconciling to all tax, deduction, and other accounts as necessary
- Provide information and answer employee questions and payroll related matters
- Prepare retro-pay as needed
- Serve as liaison to external auditor and ensure financial audit requirements are met
- Setup, maintain and track all employee garnishments
- Reconcile various accounts to ensure that the accounting of direct deposits, checks, voided checks and direct deposit rejections are recorded accurately
- Conduct semi-annual testing and upgrade testing of the payroll system for updates to software and trouble shoot system problems
- Work with IT and Human Resources staff to set-up new pay codes, deduction codes, and other codes as needed
- Prepare notes regarding compensation to be published in the Annual Comprehensive Financial Report (ACFR)
- Perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

The qualifications / requirements, knowledge / skills / abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 3 work experience processing payroll for a minimum of 500 employees
- Work experience using an automated timesheet and payroll processing system
- NOTE: Additional years of work experience may substitute for a portion of the degree requirement

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge and understanding of Maryland State Retirement and Maryland Unemployment
- Knowledge of IRS payroll forms, Federal Tax Laws and Rules regarding payroll law and garnishments
- Knowledge of GASB and ACFR preparation
- Knowledge of accounting principles
- Knowledge of the Fair Labor Standards Act

- Skilled in the use of applicable computer programs and software (e.g. Excel, INFOR, Workforce Management, DocuSign, Word)
- Ability to effectively supervise and direct the work of others
- Ability to organize and prioritize assignments and meet deadlines with minimal supervision
- Ability to accurately compile and review statistical information, to accurately complete mathematical computations and to compile and prepare clear, concise reports and other written work
- Ability to effectively access, utilize and trouble-shoot computerized systems
- Ability to develop and maintain effective working relationships with co-workers, financial institutions, other department employees and the general public
- Strong and effective spoken and written (English) communication skills

PREFERENCE MAY BE GIVEN FOR:

- Experience with Infor Government Financial System
- Certified Payroll Professional Certification (CPP)
- Related experience processing payroll for municipal/local government or public safety employees

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required to constantly sit
- While working in this position, the employee is required to constantly work indoors

ADDITIONAL INFORMATION / EXAMINATION PROCESS:

- Ability to provide own transportation as needed for meetings and other commitments
- Available for varied working hours as needed for evening meetings and other departmental priorities

EXAMINATION PROCESS (may include):

1. An evaluation of training and experience
2. Job related office skills testing
3. One or more interviews
4. A pre-employment background investigation through a public records search
5. A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

Frederick County Government Division of Human Resources contact information:
<http://www.FrederickCountyMD.gov>

Job #FY23-00221
 PAYROLL ADMINISTRATOR
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OUR OFFICE IS LOCATED AT:
 12 East Church Street
 Frederick, MD 21701
 Ofc: 301-600-1070
 Fax: 301-600-2314
Human_Resources@FrederickCountyMD.gov

Frederick County is an equal opportunity employer that provides opportunities to employees and applicants without regard to race, color, national origin, ancestry/ethnicity, age, religion, disability (including pregnancy), gender, sexual orientation, gender identity, protected veteran status, genetic information, marital status, familial status (as defined by County law) or

any other characteristic protected by applicable laws and regulations. The policy of equal opportunity employment and anti-discrimination applies to all aspects of the relationship between Frederick County and its employees, including recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies.

Payroll Administrator Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - Less than Associate's degree
 - Associate's degree received
 - Bachelor's degree received
 - Advanced degree received
- * 2. How many years of work experience processing payroll for a minimum of 500 employees do you have?
 - Less than 3 years work experience
 - 3-5 years work experience
 - 5 or more years work experience
- * 3. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 4. Do you have experience using an automated timesheet and payroll processing system?
 - Yes
 - No
- * 5. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 6. Do you have work experience with Infor Government Financial System?
 - Yes
 - No
- * 7. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the preference.
- * 8. Do you have related work experience processing payroll for municipal/local government or public safety employees?
 - Yes
 - No
- * 9. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the preference.

* 10. Do you possess a Certified Payroll Professional Certification?

Yes

No

* Required Question