

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

5 PAYROLL OFFICER – CONTROLLERS’S OFFICE
\$20.19/hr. – 16 to 24 HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/06/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PAYROLL OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general support functions as they relate to payroll processing for an assigned department or division. Duties and responsibilities include, but are not limited to: receiving and inputting employee payroll information into computerized systems; verifying and editing information as appropriate; processing payroll information and printing employee checks; preparing various correspondence, reports, and summaries as directed; and performing other duties as required. Duties will vary depending upon department or division assignment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives employee payroll worksheets and timesheets; edits and verifies information is correct, updates employee name and address changes; utilizes payroll system computers to input data; keys in proper access codes; edits and keys non-standard deductions; calculates payroll totals; contacts appropriate individual to discuss errors and/or discrepancies; reconciles any discrepancies found.

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Ensures supporting payroll documentation is available prior to processing; compiles documentation; assembles payroll, deduction and check registers and payroll worksheets; notifies appropriate individual when documents are incomplete; submits all reports and/or supporting documentation to accounting for recordkeeping and verification purposes.

Uses computerized system to process and print employee payroll checks; verifies that information is correct and accurate prior to printing; types manual payroll checks to replace lost or stolen employee checks.

Maintains the integrity and efficient operation of computerized system; verifies totals produced by computer to ensure proper reporting of employee deductions, pay and other related information; notifies appropriate individual when problems arise.

Prepares daily, monthly, quarterly and year-end reports; retrieves information from computerized files and tabulates according to specifications received from supervisor or other individuals or agencies; assists auditors by retrieving information from files; submits reports and information to appropriate individuals.

Composes, types and/or prepares employee withholding information (W-2), correspondence, letters, memoranda and documents for assigned department; prepares year end and other specialized reports as required; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Greets visitors and answers incoming calls; provides information and or responds to questions, routes calls and visitors to appropriate individual and/or takes messages as required

Maintains departmental databases, employee files, and master files; inputs information into computerized systems and maintains hard copies; ensures data is accurate and correct prior to being input; transmits records to microfilm or other archive storage as required; purges old information when necessary.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of previous experience and/or training involving payroll, taxes, accounting or other related financial experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, typewriter, calculator, adding machine, photocopier, fax machine, and/or tools materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.