

LANCASTER COUNTY
BUDGET AND FISCAL ASSISTANT

NATURE OF WORK

This is responsible accounting and fiscal record maintenance work for the centralized payroll operations within the County Clerk's Office.

Work involves responsibility for processing payroll time sheets and payroll personnel action forms; auditing payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and processing and distributing employee paychecks by department. Work also involves acting as a liaison with other County departments concerning processing and executing employee payroll; completing governmental reports; and maintaining County and departmental payroll records. General supervision is received from a technical superior with work being reviewed in the form of accounting reports, conferences and work accuracy.

EXAMPLES OF WORK PERFORMED

Responsible for accuracy in processing payroll timesheets and payroll personnel action forms; audit payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and verify, calculate, process and distribute employee paychecks by department.

Act as liaison with other County departments concerning the processing and execution of employee payroll; answer employee payroll questions.

Execute computer programs to generate budget worksheets, governmental reports and labor cost distribution reports; prepare required personnel withholding and statistical reports for governmental entities; calculate and prepare employee deduction payments for appropriate entities; maintain County payroll deduction records; maintain department's employee attendance records, time sheets and payroll personnel action forms.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public budgeting and accounting procedures.

Considerable knowledge of modern office procedures, equipment, and practices.

Knowledge of automated financial and payroll systems and their application to public accounting.

Knowledge of auditing techniques and concepts.

Ability to establish and maintain effective working relationships with elected officials, administrative staff and co-workers.

Ability to organize and analyze varied financial and statistical detail with speed and accuracy.

Ability to organize and maintain a variety of payroll records and reports.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in computer science, accounting, business or public administration or related field and experience working with automated financial or personnel systems.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by course work in computer science, accounting, business or public administration or related field and some experience in working with automated financial or personnel systems or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Revised 2/97

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