

# PAYROLL SPECIALIST

Finance | Accounting



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Payroll Specialist is responsible for the accurate calculation of wages, taxes, and deductions for Parish and outside agencies' employees while ensuring compliance with policies and payroll regulations.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

*Must be able to work additional hours to ensure payroll deadlines are met.*

#### SHIFT

7:30 a.m. to 4:30 p.m.

#### LOCATION

Government Tower – 3<sup>rd</sup> Floor

#### REPORTS TO

Chief Financial Officer

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Frequent interactions with personnel across all departments of Parish Government.

#### EMERGENCY EVENTS

May be required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license  
Knowledge of Payroll Regulations

In this role, the incumbent will be expected to maintain confidential employee payroll records, prepare payroll reports, and stay current with relevant payroll laws and regulations.

The Payroll Specialist works closely with the Human Resources Department and various Parish departments, addressing payroll-related inquiries and issues.

Additionally, the role involves preparing year-end payroll accruals, ensuring timely tax payments, and supporting payroll processing functions.

### JOB DUTIES

- Prepare and complete payroll for various departments, divisions, and outside agencies on a bi-weekly, semi-monthly, and monthly basis, ensuring accuracy and compliance.
- Key in employee time, check payroll totals for accuracy, and compare payroll reports with recaps to ensure all data matches before finalizing payroll.
- Complete the 941 Tax Form, process Federal, Social Security, and Medicare taxes, and ensure timely payment, including printing confirmations for manager review.
- Process state taxes due on the 15th and 30th of each month, generate transfer requests, and prepare related vouchers and journal entries for approval.
- Prepare all year-end payroll-related tax documents, including employee W-2s, 1099s, and other necessary reports.
- Maintain records for employees who use Parish vehicles and assist HR with employment status changes and terminations.
- Prepare accurate billings for School Resource Officers and send totals to outside agencies for reimbursements of payroll costs (e.g., Workers Comp, Group Insurance, Unemployment, and Retirement).
- Ensure timely distribution of checks, including printing checks for insurance and preparing checks for signature.
- Process AP Vouchers, Manual Check Vouchers, and Journal Entries for all payroll checks.
- Upload ACH files and Positive Pay files to the bank, obtain bank confirmations, and coordinate with the Accounting Manager for approval.
- Address payroll-related questions and resolve issues efficiently through phone calls, emails, or in-person visits.
- Reconcile payroll-related transactions with the general ledger, ensuring accuracy in reporting and processing.
- Maintain an organized filing system for payroll records, including scanning and uploading time sheets for departments such as Administration, Accounting, Customer Service, etc.

## JOB DUTIES CONTINUED

- Ensure all termination checks are printed before payroll processing and delivered to Human Resources for distribution.
- Send detailed payroll reports and refunds to outside agencies to cover Workers' Comp, Group Insurance, Unemployment, and Retirement costs.
- Be available to work during emergency events, weekends, or holidays as required to ensure payroll deadlines are met.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to build and maintain relationships with departments ensuring open communication and collaborative efforts across teams.
- **Math and Problem Solving:** Capacity to accurately calculate payroll data, resolve discrepancies, and ensure precise deductions and tax calculations.
- **Time Management:** Ability to prioritize tasks, meet deadlines consistently, manage multiple responsibilities simultaneously, and meet tight payroll deadlines in a fast-paced environment.
- **Analytical Skills:** Skilled in analyzing payroll reports and identifying errors or inconsistencies, with a strong attention to detail to ensure accurate and compliant payroll processing.
- **Communication Skills:** Must be able to clearly articulate payroll processes and be able to resolve inquiries efficiently while maintaining professional and responsive communication through both written and verbal channels.
- **Organizational Skills:** Exceptional organizational abilities, adept at managing large volumes of payroll data and ensuring timely and accurate record-keeping in accordance with organizational policies and legal.
- **Technical Skills:** Advanced proficiency in payroll and accounting software, as well as Microsoft Office Suite (Word, Excel, etc.), with a demonstrated ability to efficiently navigate financial systems and related office equipment.
- **Qualifications:**
  - Bachelor's degree in accounting, finance, or business administration from an accredited college or university.
  - Consideration will be given to three (3) years of experience in performing accounting activities with an emphasis on payroll functions.

