

# PAYROLL SPECIALIST

Finance | Accounting | Payroll



## SUMMARY

Prepare and process payroll for Parish employees and various outside governmental agencies. File and pay various taxes and vendors following each payroll run. Balance at year-end and produce Forms W-2 for employees.

### JOB OVERVIEW

#### Starting Pay

\$15.72 - \$20.19 per hour

#### Schedule

Monday - Friday

#### Shift

8 a.m. - 4:30 p.m.

### LOCATION

Government Tower

### REPORTS TO

Accounting Manager

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with employees

## ESSENTIAL FUNCTIONS

1. Prepare payroll using IBM midrange (AS/400) system for various departments and divisions of the Parish Government on a bi-weekly, semi-monthly, and monthly basis.
2. Prepare year-end payroll reports, accruals, and audit schedules.
3. Prepare and process payment for all payroll taxes according to deadlines.
4. Maintain records for employees who personally use Parish vehicles to travel to and from home.
5. Assist Human Resources Department with various payroll-related requests.
6. Print checks for insurance, grant program, utility refund, and court warrants.
7. Print reports for meter deposit, utility reconciliation, and court warrant.
8. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
3. Superior organizational skills.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting or Business from an accredited college/university is preferred. Consideration will be to three (3) years of experience in performing accounting activities (with emphasis on payroll functions).
2. Knowledge of payroll regulations.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

## EMERGENCY EVENTS

May be required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).