

**Hendricks County**  
**Job Description**

**Title:** Financial/Payroll Deputy (10214)

**FLSA Status:** Non-Exempt

**Department:** Auditor

**Pay Band:** OSS 3

**Supervisor:** Auditor

**PURPOSE OF POSITION:**

Incumbent is assistant to Auditor and Financial Administrator for providing continuity of essential services and also Auditor's liaison to HR for facilitating overlapping goals.

**ESSENTIAL FUNCTIONS:**

- Processes electronic payment dockets, balancing with Treasurer
- Back-up to Payroll Deputy
- Back-up to Budgetary Clerk (accounts receivable and payable)
- Provides benefits information to employees
- 1099's for vendors paid by Auditor's and County Clerk's office – balance, process, mail to vendors & report to IRS
- Maintain files for W-9's
- Assists Payroll Deputy with preparations of W-2's
- Management of records retention & destruction of records for entire office
- Scans all financial dockets and supporting documentation
- Monthly reconciliation of Flexible Spending & Health Savings bank statements
- Special batch processing of budgetary claims – election workers, petit jurors, surplus property tax
- Prepare and process claims for Tax Sale Redemption & Tax Sale Surplus

**NON-ESSENTIAL FUNCTIONS:**

- Assist with investigation of payroll or budgetary problems
- Provide reports and information as requested by departments, vendors & taxpayers
- Responds to and documents all requests for public information
- Assists HR Administrator, Financial Administrator, and Auditor as needed
- Assists with Affordable Care Act record keeping
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Working knowledge of Employee Policy Manual
- High school diploma or GED; business training or office experience required
- Ability to maintain confidentiality is required.
- Excellent computer skills
- Knowledge of advanced bookkeeping practices required
- Ability to research various statutes and IRS regulations
- Understanding and ability to apply a moderate body of practical knowledge in the area of the payroll and financial systems
- Good organizational skills and ability to multi-task
- Flexibility and versatility to switch tasks as need arises
- Strong math aptitude
- Attention to detail
- Ability to effectively and tactfully communicate well, both verbally and in writing with other people
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Ability to operate basic office equipment

**RESPONSIBILITY:**

Work consists of moderately complex, relatively standardized policies and procedures; however, much judgment is needed to make choices and take action. The employee is required to make practical application of knowledge to assigned tasks. Incumbent must take initiative in planning and layout of work requiring analysis, adaptive thinking and considerable judgment. Errors in work can cause substantial cost and legal repercussions to the county, substantial financial problems to the employees and embarrassment to the county. Incumbent works under relatively standardized guidelines and procedures; however, much judgment is needed to make choices and take action. Errors in work are not immediately apparent and can cause moderate inconvenience to the public and embarrassment and loss of time to the department. Incumbent must maintain a high degree of integrity and confidentiality.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, governmental agencies and the general public for the purpose of communicating factual or procedural information. Must maintain Person to person work relationships where cooperative problem solving is involved or where gaining concurrence or cooperation is required through discussions and persuasion is required. Also explanation of what is required to render service, carry out policies and maintain coordination.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment with lifting of up to 50 pounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Financial Payroll Deputy in the Auditors Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name