



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Payroll and Benefits Specialist

**LOCATION:** Human Resources

**HIRING RANGE:** \$22.73 - \$25.30/Hr. (2023 rate)

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *December 2022*

**POSITION TITLE:** Payroll and Benefits Specialist

**DEPARTMENT:** Human Resources

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Prepares and processes various County payrolls and related reports. Conducts confidential cost analyses as needed.

### **ESSENTIAL FUNCTIONS:**

1. Prepares various payrolls. Reviews employee time cards to ensure conformance to applicable collective bargaining agreement, law, and management policy. Reconciles discrepancies with employee and originating department, processes payroll and electronic timecard interface, enters pay adjustments, and corrects any errors that occur.
2. Processes payment for each payroll on a bi-weekly basis for child support, tax garnishments, credit union, united way, and union dues; processes telephone transfer for payments of FICA, Medicare, Federal and State employee tax withholdings. Completes Quarterly 941 Federal Tax Return. Assists with annual reports (W-2, W-3 Transmittal, WRS and ACA).

3. Prepares termination and final earnings report for Wisconsin Retirement System. Updates summary sheets for social security, retirement, and tax reports. Provides assistance with the annual report.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Sets up and maintains employee data including wages, benefit entitlement, and employee tax status. Benefit entitlements include WRS, health, dental, life, FSA, LTD, deferred compensation, leave accruals, and direct deposit.
2. Maintains the accrual process for sick leave, vacation and holiday balances in the payroll and timecard systems.
3. Assists employees and supervisors with questions concerning wage and employee benefit issues. Ensures conformance with policies and contractual agreements.
4. Provides new employees with information and orientation regarding employee benefits programs. Assists with enrollments and related paperwork.
5. Sets up and maintains wage and benefit account numbers for all employees. Processes general ledger interface which includes running various processes for each payroll.
6. Compiles cost analysis and related data for collective bargaining purposes and assists with requests for wage and benefit information.
7. Maintains various electronic spreadsheets for wage and benefit tracking. Processes department requests for various reports that include wage, overtime, and sick and vacation accruals.
8. Provides assistance in testing of financial and timecard software version upgrades.
9. Serves in a back-up capacity to the Payroll and Benefits Manager.
10. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to the Payroll and Benefits Manager.
2. Works with all County employees.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Associate Degree in accounting or related field.
2. Three years or more work experience in payroll processing.
3. A combination of education, training, and experience sufficient to provide the necessary knowledge, skills, and abilities may be used in place of specific academic or experience requirements.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of general payroll principles and procedures.
2. Ability to work effectively in situations involving frequent interruptions and tight deadlines.
3. Ability to work with detail and maintain accurate records.
4. Ability to establish and maintain effective working relationships with others.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including familiarity with Microsoft Office applications and ability to learn and use financial and timecard software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.

3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations and off site training locations.