

**DECATUR COUNTY AUDITOR'S OFFICE
DEPUTY AUDITOR PAYROLL/FINANCIAL POSITION**

Essential Duties and Responsibilities:

- Process payroll, including receiving payroll claims and submitting for approval, preparing and distributing payroll checks and/or direct deposits, verifying corrections and changes, and organizing and filing completed payroll information.
- Manages payroll, including employee deductions, health insurance, direct deposits for employees, retirement withholdings, taxes and updating addresses.
- Maintains reports and records of employee payroll information, including maintaining earnings record book, auditing employee timesheets, entering payroll deductions in computer, implementing garnishments, balancing employee earnings book annually and comparing with W-2 forms, and preparing quarterly totals.
- Calculates withholding, including receipting into proper fund and paying sources.
- Enters employees' hours worked, including vacation time, sick time, overtime, and balances each department.
- Enters all information for new hires, including payroll information, insurance, and retirement, and processes terminated employees.
- Inputs documents to pull funds and pay child support, retirement, federal taxes, elective insurance, and short-term disability.
- Ensures all monthly bills are paid, including state taxes and elective insurance, files quarterly taxes, Form 941 Federal Taxes, and sets up docket to pay bills.
- Processes claims for gym membership reimbursements, unemployment, and worker's compensation claims.
- Collects data for annual reports, including receipts, expenditures, grants, encumbrances, transfers, and debt.
- Performs or assists with various financial processes and duties, including budget preparation, legal advertisements, tax sale, settlements, budget expenditures, 1099 forms, and investment and transfer records. Enters information into Gateway.
- Ensures end-of-year accounts are positive, salaries are fulfilled, and end-of-year invoices are paid. Enters approved appropriations at the beginning of the year and salaried and hourly rates for employees.
- Performs other department position duties through regular cross-training to maintain department efficiencies.

Job Requirements:

- High School Diploma or equivalent, previous office experience preferred
- Working knowledge of Excel and Word, good computer skills
- Working knowledge of payroll, group insurance preferred
- Ability to work in a team environment and have good communication skills with the public
- Ability to maintain confidentiality

Decatur County offers a competitive salary of \$39,795.27 plus PTO and Holidays. Medical Insurance is offered to employee, with spouse and family coverage optional.

Interested applicants should complete an application and attach a resume to hr@decaturcounty.in.gov

Decatur County Government is an Equal Opportunity Employer

Posted: 5/3/24

Removed: 5/17/24