

**HIDALGO COUNTY
TREASURER'S DEPARTMENT**

Job Title: Chief Assistant Treasurer/*Payroll* **FLSA Status:** *EXEMPT*

Dept No: 150-001 **Civil Service Status:** *EXEMPT*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processing bi-weekly payroll for regular employees.
- Processing semi-monthly payroll for elected officials
- Processing election payroll and other special payments as needed
- Supervising payroll clerk(s) and payroll assistants(s)
- Processing new employees, pay changes, deduction changes, court orders, verification of employment, etc.
- Preparing Bureau of Labor female count
- Preparing new hire report
- Preparing payroll transfers
- Preparing electronic tax deposits
- Preparing bi-weekly payables: Credit Union, Child Support, Student Loans, IRS Wage Levies, Chapter 13, United Way, AFSCME, RGV Police Association, South Texas Deputy Union.
- Preparing monthly payables: Retirement, Major Medical Insurance, AFLAC Insurance, American Heritage Insurance, Texas Dental Insurance, Life-Re Insurance, etc.
- Preparing quarterly reports: Unemployment Insurance Report and IRS 941 reports.
- Preparing annual Reports: Adjust W-2's, Employee Equal Opportunity Commission (EEOC) IRS Section 125 Cafeteria Plans, Time Sheet Payroll Schedules, P-2 Forms and Memorandums, Schedule Retirement Seminars, Surveys, etc.
- Preparing and maintaining employee salary schedule.
- Assists in any/all other duties assigned by the Hidalgo County Auditor
- Other duties as assigned;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE

- Degree from an accredited (4) year university with major in accounting or may substitute two years of experience for one year of college.
- At least four years of progressively more responsible accounting and/or payroll experience including two years of supervisory and managerial experience in payroll environment.
- Knowledge of Mainframe computer operations in a payroll environment
- Electronic spreadsheet, word processing, and database experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles; duties may change according to the changing needs of the County;
- Work quickly and accurately with numbers and maintain neat, well organized records;
- Able to operate ten (10) key calculator by touch;
- Able to communicate effectively both orally and in writing;
- Able to use word processing and spreadsheet computerized programs;
- Able to operate personal computer, calculators, cash register, facsimile and telephone;
- Able to establish and maintain effective working relationships with other county employees, officials, and the general public;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;