

Payroll and Benefits Specialist

We are currently seeking an experienced **Payroll and Benefits Specialist** to join our team in our **Morgantown, WV 26505** location.

Who We Are:

Office of the Monongalia County Clerk - Monongalia County is a county in the U.S. state of West Virginia. The Census population of the county in 2020 was 105,822, making it West Virginia's third-most populous county. Its county seat is at Morgantown. The county was founded in 1776. Monongalia County is included in the Morgantown, WV Metropolitan Statistical Area, and is the largest county in North-Central West Virginia. **To learn more about us, please visit us at www.monongaliacountyclerk.com**

About the Role:

The Payroll and Benefits Specialist, under the supervision of the Finance Manager and at the general direction of the County Clerk, is responsible for compiling and recording employee time and payroll data for 300 + plus employees. This is a full-time (40 hours), non-exempt position with benefits including retirement, paid health insurance, vision/dental insurance, generous leave accruals (vacation, sick and personal) and paid parking. Normal office hours are Monday -Friday 9:00 a.m. to 5:00 p.m. EST. Salary range \$45,000-\$65,000 per year depending on experience and qualifications.

What you will do:

Core duties and responsibilities include the following. Other duties may be assigned

- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages and deductions and enter data into computers.
- Review time sheets, wage computation and other information to detect and/or reconcile payroll discrepancies.
- Compile employee time and payroll data from time sheets and other records.
- Complete onboarding for new employees and enter employee information into the payroll system.
- Process monthly/quarterly payables and reports
- Maintain employee payroll files
- Report Worker's Comp claims in a timely manner
- Sort, index, scan, copy and file documents both in hard copy and digital format
- Respond to Freedom of Information Requests
- Will include other duties as assigned
- Assist other County Clerk Office departments as needed, which will include but is not limited to working and assisting with the election and voter registration obligations of the County Clerk's Office

Our Perfect Candidate

Education and Experience:

- Bachelor's degree or associate degree is preferred but not required
- 3-5 years of relevant work experience in payroll/benefits and/or certifications in payroll/benefits
- Experience and/or certification in ADP Workforce Now Payroll System and employee portals
- Experience in timecard reconciliation; benefit invoice reconciliation; open enrollment; onboarding; retirement reporting; quarterly reporting; unemployment, multiple worksite; federal/state tax withholdings; worker's compensation and audits; W2 processing, completion of government surveys and benefit enrollments; I-9 completion; garnishments; family medical leave; manual checks; 1094/1095-C; taxable fringe benefits; social security verification and payroll payables
- Experience in politically complex situations

Required Abilities and Skills:

- Strong interpersonal, verbal, and written communication skills. Must be able to use professional business etiquette when corresponding by letter, email, or telephone
- Pleasant, even tempered demeanor and ability to remain calm under pressure
- Ability to handle confidential documents with discretion
- Ethical conduct
- Time management skills to prioritize and meet deadlines
- Excellent customer service skills

- Highly organized with outstanding attention to detail
- Accurate typing and data entry skills
- Must have clear and readable handwriting
- Ability to work independently and as a member of a team
- Ability to take direction and follow instructions
- Flexibility to work in a changing environment
- Willing to learn new skills and processes and obtain certifications
- Eager to help the public and colleagues
- Ability to thrive in a fast-paced environment
- Demonstrates dedication and personal responsibility
- Ability to work overtime, including early mornings, evenings, Saturdays, Sundays, and holidays when necessary
- Must have reliable transportation
- Proficiency in working with Adobe PDF documents and Microsoft Office Applications including Excel, PowerPoint, Word, and Publisher

Serious inquiries only. Please no phone calls. Interested applicants should submit a cover letter and resume (via email only) by April 14, 2022.

Carye L. Blaney, County Clerk
Monongalia County Clerk's Office
cblaney@monongaliacountyclerk.com