



**JOB TITLE: Payroll & Benefits Administrator / Accountant**

**REPORTS TO: Chief Financial Officer**

**DEPARTMENT: Finance**

**STARTING PAY RANGE: \$65k - \$80k Dependent Upon Qualifications**

**FLSA STATUS : Exempt**

**JOB SUMMARY**

The purpose of this position is to provide technical and administrative support related to a variety of Finance Department functions. Responsible for the timely and accurate processing and administration of payroll and benefits for the District. Daily activities involve considerable analysis and confidentiality. This position is not responsible for the supervision of other employees.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Performs all activities necessary for the processing of bi-weekly payroll to include: entering, auditing and reconciling timesheets, overtime calculations, salary adjustments, calculating payroll deductions and processing the direct deposit file to the bank; coordinate and entering approved payroll changes from Human Resources; processes timely payments for withholdings from employee checks such as taxes, retirement, child support and insurance; processes employee termination pay; assists employees with payroll related issues including clarification of checks and special deductions; prepares month end, quarter end and year end processes and files associated paperwork including but not limited to 941s and retirement reports; issues and distributes W-2 statements at year end; reconciles W-2s to the 941s to the general ledger for accuracy; communicates and administers paid time off (PTO) accruals; responds to various requests for information; conducts research; assist employees/retirees with benefits including medical, dental, life insurance, flexible spending plans and other voluntary insurance plans; reconciles monthly insurance premiums; assists employees with the retirement process; assists employees/retirees in completing applicable benefit paperwork and answering benefit questions; assists with open enrollment; responsible for processing open enrollment forms, changes, etc.; researches and gathers data and information that improves or automates payroll functions and improves internal processes; organizes and maintains all payroll records according to retention schedules; assists in preparing required reports and documentation for the annual financial audit; prepares journal entries; performs bank reconciliations; assists in the preparation, auditing and reporting of grant related expenditures.

**Other Job Functions:** Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**Working Conditions:** Primarily works in an office environment and subject to constant noise of telephones, voices, and typical office equipment. Must be available to work Monday through Thursday from 7:00 a.m. to 5:30 p.m. Must be available to work extended hours as needed. This position is considered essential during emergency situations.

## **MINIMUM ESSENTIAL QUALIFICATIONS**

**Knowledge:** Advanced knowledge of payroll processing procedures and basic governmental accounting principles. Must be able to demonstrate a working knowledge of federal and state labor laws and regulations such as the Federal Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA) governed by the U.S. Department of Labor. Familiar with employee benefit programs, workers compensation claims and confidential record keeping.

**Skills/Abilities:** Excellent communication and interpersonal skills; highly organized and detail oriented; strong ethical values and ability to maintain a high level of confidentiality; ability to establish and maintain effective working relationships with all employees; ability to multitask efficiently; proficient with Microsoft Office Suite and related software to produce spreadsheets, to track and record information and produce other financial documents.

**Physical Requirements:** Constantly sees and hears; frequently performs computer tasks, speaks, sits, twists body, files, sorts, stands, types, writes by hand, operates a PC and calculator, squats, walks, climbs, crawls, kneels, and stoops; infrequently lifts, drags, pulls and pushes objects weighing up to 10 lbs.

**Education / Experience:** Minimum of three (3) years of full-time work experience processing payroll. Bachelor's degree in Business, Human Resources, Finance or Accounting related field is preferred.

**Other:** Must possess a valid Class C driver's license with a good driving record. Other state valid Driver's License equivalent to Texas Class C with a good driving record will be considered. Texas state law requires within 30 days of residency, you must possess a valid Texas driver's license. Applicant selected for hire will be subject to a background investigation and drug/alcohol screening.

Jefferson County Drainage District No. 6 provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Jefferson County Drainage District No. 6 will provide reasonable accommodations for qualified individuals with disabilities. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 842-1818 or mail your request to 6550 Walden Road, Beaumont, TX 77707.

The District may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.

**Qualified applicants should submit a resume detailing relevant work experience and credentials to:**

**CMANN@DD6.ORG**