JOB DESCRIPTION

Job Title: Payroll & Benefits Specialist
Reports to: County Clerk
Salary Schedule: Grade 3
Type: Full-Time, 35 hrs. per week
FLSA Status: Non-Exempt
Salary Range: $15.79-$18.02

POSITION SUMMARY

The Payroll & Benefits Specialist is responsible for the accurate and timely processing of employee payroll and administration of employee benefits. This position works closely with Human Resources, County departments, benefit providers, retirement systems, and other third-party partners. The ideal candidate is detail-oriented, organized, has strong numerical and analytical skills and committed to providing excellent customer service to County employees and departments.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Process biweekly payroll, including time and attendance, leave, overtime, compensatory time, deductions, adjustments, manual entries, and payroll calculations.
- Audit and reconcile payroll to ensure accuracy and resolve discrepancies prior to processing.
- Administer employee benefits, including enrollments, changes, terminations, insurance billing, and payroll deductions.
- Process new hires, employee status changes, and terminations in payroll, timekeeping, and benefits systems.
- Prepare and submit required payroll and employment reports, including quarterly 941s, unemployment reports, CERF and LAGERS retirement reporting, and annual W-2s.
- Maintain accurate and confidential payroll, benefits, and employee records and ensure compliance with applicable federal and state laws, including Department of Labor, FLSA, IRS, unemployment, retirement, and other payroll-related requirements.
- Assist employees and departments with payroll, benefits, timekeeping, and deduction questions and provide timely, accurate responses.
- Communicate with insurance carriers, benefit providers, retirement systems, and other third-party partners as needed.
- Assist with workers' compensation, building permits, liquor licenses, notary public appointments, election-day activities, and other County Clerk administrative functions.
- Perform other duties and special projects as assigned.

Qualifications

- High school diploma or equivalent required.
- Minimum of five years' experience in payroll, accounting, benefits administration, or a related field preferred.
- Strong attention to detail, organizational skills, and ability to meet deadlines.
- Ability to maintain confidentiality and handle sensitive employee information.
- Strong communication and customer service skills.
- Proficiency with computers and Microsoft Office and ability to learn new software systems.

ESSENTIAL PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT

The physical/mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, if accommodations would not create an undue hardship, to perform the essential functions.

- Work is performed primarily in an office environment with regular use of computers, telephones, and standard office equipment.
- Requires the ability to sit, stand, and walk for extended periods.
- Requires occasional lifting & carrying of files, documents, and office materials (up to 25 lbs.).

You can apply online at https://www.sfcgov.org/employment/ or email resumes to cschrum@sfcgov.org.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment drug screen and a background check.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.