

**GILLESPIE COUNTY**  
**Job Posting Announcement**

Posting Date: 08.28.2023

Closing Date: Until filled



---

**Department:** County Treasurer  
**Position/Class Title:** Deputy Treasurer/Payroll Specialist  
**Supervisor:** County Treasurer  
**Pay Grade:** 12  
**Employment Status:** Non-Exempt  
**Direct Reports:** 0 Full-time; 0 Part-time

**GENERAL DESCRIPTION:**

This position is responsible for the payroll process including formulation and entry of all payroll exceptions and changes through the analyzing and calculation of payroll while meeting processing deadlines. This position will also perform a variety of administrative and accounting support functions to include accounts receivables, related reports, and reports on other miscellaneous financial transactions.

**ESSENTIAL JOB DUTIES:**

- Complete payroll process including formulation and entry of all payroll exceptions and changes through finalization and balance of payroll.
- Maintain payroll information by collecting, calculating and entering data and ensure accuracy and consistency with county policies and procedures.
- Utilize timekeeping software to audit time entry and adherence to federal laws and local agency policies.
- Audit and resolve payroll discrepancies by collecting and analyzing information.
- Analyze benefit leave records to ensure compliance to policies and conduct routine audits of benefit records as necessary to make debit/credit adjustments.
- Review entered benefit time and perform corrective measures such as credit/debit adjustments.
- Determine final pay and leave pay out amounts for terminated employees, calculate benefit adjustments as necessary.
- Prepare and submit files for retirement plans.
- Troubleshoot issues with interfacing system.
- Perform research and compile data for special projects or reports.
- Review employee changes, ensuring changes are correct.
- Review new employee payroll documents provided by Human Resources for completeness and accuracy.
- Track Hotel Occupancy Tax payments and send reports as necessary.
- Maintain and monitor County postal system. Prepare monthly reports in regards to usage by departments.
- Assist with reconciling all of the Treasurer's bank statements daily and/or monthly.
- Assist with answering incoming telephone calls, greeting visitors, elected officials, and county employees and responding to inquiries related to the county or specific department; directs visitors to correct employee or department as necessary.
- Assist in preparing A/P and Payroll checks for disbursement.

- Assist in preparing daily bank deposits for monies received.
- Maintain/Scan all files/records according to retention schedule.
- Maintain office inventory and equipment; ordering supplies as needed.
- Assist, when needed, with receipt of all revenues into the Treasurer's Office and process all related reports and balance daily revenues daily.
- Assist in preparing and gathering information for annual report by outside auditors.
- Assist in preparing annual reports for W-2 reconciliation; prepare tax forms for distribution.
- Regular and punctual attendance is required.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of county governmental organization and operational policies and procedures; Requires the ability to prepare and maintain payroll records, deductions and withholding reports through data processing means; Requires the ability to understand or apply laws, regulations and policies to the maintenance of financial records. Is able to verify documents and forms for accuracy and completeness; Knowledge of general accounting principles; Knowledge and skills in math comprehension and reading; Ability to multi-task and maintain focus; Ability to operate basic office equipment to include calculators, computers and software programs, postage machines, copiers and printers; Knowledge of/and ability to create and maintain spreadsheets; Ability to use Microsoft Word and Excel efficiently; Ability to establish and maintain effective and productive working relationships with all county employees, Elected Officials, general public and outside organizations; Ability to follow oral and written instructions; Ability to schedule projects and meet deadlines as needed; Skilled in problem solving; Ability to interpret problem areas and handle as needed; Ability to communicate effectively orally and in writing; Good customer service and interpersonal skills.

### **EDUCATION AND EXPERIENCE:**

The educational requirement for this position is: Completion of high school/GED.

This position requires: 2 years of related experience, basic accounting.

Specific knowledge of Wage/Hour Regulations, FLSA, IRS and SSA preferred.

Education can be substituted for experience.

Experience can be substituted for education.

### **Application Information:**

**No resume will be accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return your completed application to:

Email to Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)

In Person: Gillespie County Courthouse Room B-102

Mail: Gillespie County, 101 W. Main Street, Mail Unit #11, Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*