

# LEE COUNTY COMMISSION

**Chairman**  
Bill English, *Probate Judge*  
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Lee County, Alabama Est. 1866

**Members**  
Sheila H. Eckman, District 1  
Johnny Lawrence, District 2  
Gary D. Long, District 3  
Robert Ham, District 4  
John Andrew Harris, District 5

## Position Announcement #COM06-15-03

# Payroll Accountant

**Closing Date: April 3, 2015**

DEPARTMENT: Commission Office

STATUS: Full-time

PAY GRADE: 15

STARTING ANNUAL SALARY RANGE: \$34,902.40- \$37,024.00

**SCOPE AND EFFECT:** The purpose of this position is to process payroll and coordinate employee benefits. Success in this position contributes to the timely and accurate payment of employee payroll checks, compliant state and federal reporting, and to the efficient provision of employee benefits and services.

### REQUIRED HOURS OF AVAILABILITY:

- Mostly 8:00am-5:00pm; Monday through Friday

### EXAMPLES OF DUTIES PERFORMED:

- Inputs payroll data in the payroll system; processes wage withholdings and other deductions.
- Reviews timesheets; communicates with supervisors to resolve payroll discrepancies and/or advise of timekeeping policies, procedures and wage and hour laws/regulations; inputs/imports hours; processes payroll calculations and creates payroll checks.
- Reports withholdings for bi-weekly and monthly payrolls; prepares tax reports; processes W-2's.
- Performs accounts payable functions; makes transactions and processes deductions.
- Oversees employee benefits programs; reconciles monthly billings.
- Manages Cafeteria 125 Plan.
- Prepares and distributes a variety of monthly and annual reports.

### SUMMARY OF QUALIFICATIONS:

- Advanced knowledge and skill in job related software programs. High level of proficiency in Excel required.
- Knowledge of related Federal, state and local laws and regulations.
- Knowledge of employee benefits plans, programs, policies, and procedures; payroll practices and principles.
- Ability to handle confidential information with tact and discretion.
- Ability to analyze, problem-solve and produce accurate results.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in the completion of basic mathematical calculations.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Accounting or related course of study.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Ability to pass a background check at a level satisfactory to meeting bonding requirements.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.

For more information visit: [www.leeco.us](http://www.leeco.us)  
Lee County is an Equal Opportunity Employer