



## ***Rio Arriba County*** **VACANCY NOTICE**

<b>JOB TITLE:</b>	<b>FINANCE I</b>
<b>Department:</b>	<b>Finance</b>
<b>Division:</b>	
<b>Hourly:</b>	<b>C-5 Per Schedule</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

A Finance I Payroll process employees' paychecks by collecting and entering their payroll data and timesheets. Their duties include verifying employees' work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees and updating payroll records regularly. They are responsible for maintaining payroll systems and processing paychecks according to schedule and in the correct amount, calculating paycheck amounts and distributing funds to employee accounts.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.*

### **Essential Job Functions:**

- Collect and reconcile timesheet information
- Obtain supervisory approval of timesheets;
- Obtain overtime approvals
- Process garnishment requests or adjustments.
- Update employee payroll records as needed
- Pre-audits input data and verifies authenticity of output in payroll and file maintenance.
- Post annual and sick leave on system, balance report to timesheets.
- Process and close bi-weekly payrolls.
- Print and issue paychecks
- Process direct deposit payments
- Processes payroll records for all new employees, including W-4 information
- Distributes payroll checks, and mails or holds for safekeeping checks for absent employees.
- Makes and records all federal payroll tax deposits in a timely fashion
- May prepare quarterly tax returns reports for review by Director/or designee.
- Resolve payroll discrepancies and answering any employee payroll queries

- Provide payroll information by answering questions and requests
- Maintains payroll operations by following policies and procedures and reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Performs other duties as assigned by Supervisor/Director/Designee

#### **Knowledge / Skills:**

- Ability to read, write, communicate orally, listen, follow, and give verbal and/or written directions;
- Principles and practices of effective time management;
- Must be a self-motivated and goal oriented individual;
- Ability to make decisions using sound judgment and reasoning ability;
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions, situations, and personalities;
- Ability to work either independently or collaboratively as needed

#### **Minimum Qualifications**

- High School Diploma or equivalent;
- Ability to operate office equipment and computers;
- Possess public relation skills

#### **Working Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Employee may be exposed to lifting, walking, climbing, carrying, stooping and various hazards such as heights, icy surfaces, dust, etc. Employee may be required to take some job related courses, and may be required to travel within the county.

Every county position requires the following professional skills and abilities as key and necessary elements of the performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interact with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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