



STONE COUNTY BOARD OF SUPERVISORS

Post Office Drawer 7 / 323 East Cavers Avenue
Wiggins, Mississippi 39577
TELEPHONE: (601) 928-5266 / FAX: (601) 928-6464

Department: Finance **Title:** Payroll/Benefits Specialist **FLSA Status:** Exempt

EEO Category: Professional **Salary:** \$45,000 Annually

Responsibilities: The Payroll and Benefits Specialist plays a crucial role in ensuring the precise and prompt administration of Stone County's payroll, as well as the upkeep of payroll systems and the timely issuance of paychecks in the correct amounts. Key responsibilities encompass the aggregation of timesheet data and the input of this information into payroll databases, the calculation of paycheck totals, and the distribution of funds to employee accounts. A significant aspect of this role involves educating employees about the various benefits plans and any modifications to those plans. The specialist is expected to address inquiries and concerns raised by employees regarding their benefits. Furthermore, this position entails a range of general duties and responsibilities associated with full-time employment.

Maintaining Payroll Systems

- Processing paychecks, calculating wages, overtime, deductions, and distributing funds to employee accounts.
- Consolidating timesheet data, updating systems with employee status changes, and reconciling payroll discrepancies

Ensuring Compliance

- Staying up-to-date on payroll laws and regulations, and ensuring compliance with tax laws and PERS as well workers comp.

Managing Payroll Records

- Documenting and maintaining payroll records, and preparing payroll reports and tax documents.

Resolving Issues

- Addressing employee inquiries and payroll-related issues, and assisting auditors as needed.

Collaborating with Others

- Working with Administration to ensure accurate payroll data, and providing technical information to banking institutions.

Community Centers

- The management of financial aspects related to Community Center reservations involves ensuring that bookings are properly scheduled and that payments are collected. Additionally, there is an initiative to transition community center reservations to a cashless system in the future. This employee will be responsible for overseeing the operation of the system once it has been established.

Other Duties

- This position will be the backup to the purchasing clerk/comptroller.
- Will need to learn and be open to gaining knowledge in county budgets, account management purchasing, purchasing laws, asset management and their workflows to ensure spending is controlled and prudent.



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Skills and Abilities

- Experience in working with service request systems
- Experience in working with financial systems and billing systems
- Experience in collections and internal audits
- Excellent attention to detail
- Exceptional mathematical and calculation skills
- Verbal and written communication
- Ability to work with a team
- Knowledge of different types of software
- Knowledge of payroll, garnishments and benefits distribution
- Multitasking abilities
- Good research and analysis skills
- Processing enrollments quickly and accurately
- Reviewing monthly payroll deductions
- Resolving employee issues with benefits administrators and insurance providers
- Assisting the employees in enrolling in dental, vision and medical insurance plans
- Providing new hires with explanations of benefits and instructing them on enrollment and fulfillment procedures
- Providing ongoing support for the HR and benefits teams
- Consulting with employees about eligibility and other pertinent issues
- Ensuring that the firm's benefits policy is compliant with the set laws and regulations

Required Licenses or Certificates

- Must possess valid driver's license with insurable driving record.

Physical Demands and Working Conditions

- The physical requirements outlined herein are indicative of the standards that an employee must fulfill to effectively carry out the fundamental responsibilities of this position. Appropriate accommodations may be provided to assist individuals with disabilities in executing these essential functions.
- Physical demands entail the occasional lifting and carrying of items weighing over 10 pounds, as well as the necessity for visual acuity, speech, and hearing capabilities. Additionally, hand-eye coordination and manual dexterity are essential for the operation of a computer keyboard and basic office machinery. The role requires the ability to sit, stand, reach, walk, twist, and kneel in order to fulfill the essential functions of the position. The working environment encompasses both indoor and outdoor settings.