

Clinton County, Iowa  
Job Description  
Auditor's Office

Job Title: Auditor's Payroll Administrator	Reports to: Clinton County Auditor
Department: Clinton County Auditor's Office	Pay Band: DBM B22
Revision Date: 03/17/2026	FLSA: Exempt

**SUMMARY:** Performs payroll and administrative work of the Auditor's Office, under the supervision of the County Auditor.

**Essential Job Duties and Responsibilities:**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Assist in with elections during peak times.
- Other duties as assigned.

Payroll Processing

- Process hours worked by employees through payroll system.
- Process checks and direct deposit forms and disburse to employees.
- Generate direct deposit and submit online biweekly.
- Submit Federal and State taxes online biweekly.
- Process and distribute payments for payroll deductions.
- Generate IPERS files for County and County Assessor monthly.
- Submit IPERS file online monthly.
- Generate billing invoices for special grant and projects.
- Complete, balance and submit claims for reimbursement for GTSB in coordination with the Sheriff's Office.
- Calculate and input hourly rate information into payroll system to adhere to the pay scale of union contracts.
- Calculate and input hourly/salary rate for all Elected Officials and other non-union employees annually.
- Participate in training webinars as scheduled.

Hires and Terminations

- Process paperwork on all required forms and payroll deductions for new County hires.
- Update employee records and process a final check when an employee leaves County employment.

Payroll Administration

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- File new employee information to all the required entities.
- Process claims for administrative fees or premiums.
- Assist employees in regards to payroll questions.
- Track part-time and seasonal employee hours to make sure their qualification for certain benefits.
- Tracking FMLA hours to make sure the employee does not exceed the maximum hours allowed.
- Track employee' vacation, sick and other types of leave.
- Complete employment verifications as received.
- Process open enrollment information every July with the help of Human Resources.

### Reports

- Process wage reports to the US Census Bureau, Social Security, Iowa Department of Labor, Iowa State Association of Counties and other entities as required or requested.
- Process the annual wage report as required by state law to be published in the official County newspapers.
- Process and issue annual W2 forms for employees.
- Process and issue 1099, 1094, and 1095 forms to vendors who meet the required reporting threshold.

### Customer Service

- Answer incoming telephone calls – answer questions, transfer calls, etc.
- Assist customers in the office.

### County Mail Functions

- Utilize an inserter machine for various mailings and document folding
- Prepare various documents for mass mailing.
- Schedule maintenance/repair as needed for the inserter machine and other mail processing equipment.
- Process department mail as needed.
- Assist other departments with equipment operation issues as needed.
- Monitor and update funds for postage to ensure sufficient amounts are available for outgoing County mail.

### Accounts Payable

- Generate claims for insurance premiums and administrative fees.
- Enter claims to generate checks for payroll and benefit process as needed.
- Research information through accounts payable program as needed.
- Process information from returned W9 forms as needed.
- Correspond with vendors to obtain required W9 forms needed for 1099 reporting.

### **Minimum Qualifications Requirements - (Education and Experience):**

- Qualified applicants should have a minimum of 2 years of experience.

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- College degree preferred.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

- Proficient with Microsoft Office Excel, Word, PowerPoint and Outlook.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to manage strict deadlines.
- Ability to interact with a variety of people and communicate effectively.
- Ability to represent Clinton County with honesty and integrity and uphold a positive image

### **Language Skills:**

- Ability to read, comprehend and write simple instructions, short correspondences and memos.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from a variety of people in English using appropriate terminology and language.

### **General Skills and Knowledge:**

- Knowledge of County funding process.
- General knowledge of employee benefits including COBRA, IPERS, FMLA, etc.
- Understand union contract stipulations as they relate to payroll.
- Knowledge of reporting timelines.
- Ability to manage time and demonstrate flexibility.
- Accurately enter data.
- Perform duties with minimal supervision.
- Collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.
- Ability to testify in court if needed.

### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to think independently, rationally, analytically and critically.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

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### **Physical Demands:**

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 40 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading, and determining the accuracy, neatness, and thoroughness of the work assigned.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

### **Certificates, Licenses, Registrations:**

- Applicant must possess and maintain a valid motor vehicle operator's license and an acceptable driving record.
- Applicant must complete the State Election Administration training program through Level I within three years of hire and maintain the certification through continuing education.

### **Supplemental Information:**

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_