



PAYROLL ANALYST

POSITION CLASS:

AFSCME Local 496.01

HIRING AUTHORITY:

Fiscal Services

JOB SUMMARY:

Performs technical and highly responsible payroll and systems-related duties which may be confidential in nature; work involves a high degree of judgment and accuracy; coordinates the work of payroll staff; works under the supervision of the Chief Financial Officer or their designee; performs related work as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

Payroll Management

- Manages the processing of Genesee County Payroll
- Applies application of contract language as it pertains to payroll;
- Coordinates functions of collections, garnishments and deductions as related to payroll;
- Updates systems for changes such as, contractual increases, tax updates, step-ups, longevity, splits and other changes;
- Oversees and assists in tracking financial, payroll and department information, researching discrepancies and preparing related reports as related to payroll;
- Creates and coordinates disbursement of payroll reports to all departments;
- Provides training and assists departments with Kronos and payroll related questions.

Systems Management

- Using software expertise, uses platforms like Paylocity, UKG (Kronos), etc. to build, automate and manage payroll functions.
- Creates process automation through configuration, programming, testing and implementing structured workflows to handle large volumes of data, including timesheets, tax withholdings and employee benefits.
- Coordinate system integrations between payroll software, HR systems and other programs for a seamless flow of data and reduced manual errors;

ESSENTIAL JOB DUTIES AND FUNCTIONS (continued):

- Oversees and coordinates the work of the payroll account clerk;
- Performs related tasks as assigned.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of payroll procedures including ability to understand and apply provisions of union contracts;
- Knowledge of financial procedures and accounting principles;
- Knowledge and experience of payroll related software, system integration, developing and creating workflow and process automation;
- Ability to prepare and analyze payroll related reports with accuracy and great attention to detail;
- Ability to make decisions in accordance with laws, ordinances, regulations, established policies and contractual provisions;
- Ability to coordinate work of others;
- Ability to maintain complex records and prepare reports from those records;
- Ability to perform work accurately and with good judgment;
- Ability to work with and communicate effectively to a variety of personnel;
- Ability to utilize personal computers and related software;
- Ability to attend work regularly and work under stressful conditions;
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.



MINIMUM QUALIFICATIONS:

Associate's degree in accounting or related field **-AND-** 5 years of payroll processing experience in a HRIS or payroll platform which included reconciliation, processing garnishments, establishing process automation and system integration **-AND-** Two (2) years as Payroll Account Clerk in Fiscal Services.

-OR-

Eight (8) years of payroll processing experience in a HRIS or payroll platform which included reconciliation, processing garnishments, establishing process automation and system integration **-AND-** Two (2) years as Payroll Account Clerk in Fiscal Services.

PHYSICAL REQUIREMENTS:

Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.

Anita Galajda

Human Resources Director

Established: February 2026

