



Victoria County, TX

POSITION PROFILE

Position Title: Payroll Assistant

Effective Date: October 2025

Department: Treasurer

Division: Treasurer

Salary: \$37,544.00 - \$41,704.00

Status: Non-Exempt

General Statement of Job

The Payroll Assistant performs highly responsible administrative and technical duties to support activities of the department. Work involves planning, coordinating and maintaining computer applications and computer-generated reports. This position provides various office management functions including ensuring deadlines are met based on policies and procedures as well as assisting staff with numerous financial reports and payroll functions.

Specific Duties and Responsibilities

Maintains payroll information by collecting, calculating and entering data and ensures accuracy and consistency with county policies and procedures.

Utilizes timekeeping software to audit timecards and adherence to federal laws and local agency policies.

Audits and resolves payroll discrepancies by collecting and analyzing information.

Analyzes benefit leave records to ensure compliance to policies and conducts routine audits of benefit records as necessary to make debit/credit adjustments.

Reviews entered benefit time and performs corrective measures such as credit/debit adjustments.

Troubleshoots issues with interfacing systems.

Performs research and compiles data for special projects or reports.

Assists with answering phones, greets visitors, and responds to inquiries related to the county or specific department; directs visitors to correct employee or department as necessary.

Assists Human Resources with ensuring employees complete on-boarding payroll documents correctly.

Answers questions regarding payroll, benefits, and the HRIS as necessary.

Enters employee changes, ensuring changes are correct.

Regular and punctual attendance is required.

Nonessential Duties and Responsibilities

Performs other related duties as required.

Education, Experience, and Licenses

High School Diploma or GED and a minimum three years of experience in a related field; or an equivalent combination of education and related experience required.

Specific knowledge of Wage/Hour Regulations, FLSA, IRS and SSA preferred.

Knowledge, Skills, and Abilities

- The ability to understand accounting principles, reporting analysis and interpret legal documents.
- The ability to possess interpersonal skills and the ability to work effectively with others.
- The ability to multi-task and maintain focus.
- The ability to possess problem-solving, organizational and time management skills, and the ability to work effectively and efficiently without direct supervision.
- The ability to determine individual benefit eligibility.
- The ability to make recommendations that impact the budget.
- The ability to use small office equipment, including copy machines or multi-line telephone systems.
- The ability to use computers for data entry, word processing and/or accounting and a variety of applications.
- Requires knowledge of county policies.

Physical Demands/Work Environment

Must be physically able to operate a variety of office machinery and equipment. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Position requires the ability to lift more than 20 pounds. Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment. Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye, hand, and foot coordination. Position requires the ability to smell, taste, see, hear, and speak. Position requires color, depth, and texture perception.

Notice

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.