Payroll Administrator

We are currently seeking an experienced *Payroll Administrator* to join our team in our **Morgantown, WV 26505** location.

About us:
Office of the Monongalia County Clerk - Monongalia County is a county in the U.S. state of West Virginia. As of 2025, the population is 109,198, making it West Virginia's third-most populous county. The county seat is at Morgantown. Founded in 1776, Monongalia County is included in the Morgantown, WV Metropolitan Statistical Area, and is the largest county in North-Central West Virginia.   ***To learn more about our office, please visit us at*** www.monongaliacountyclerk.com

About the Role:
This position is responsible for compiling and recording employee time and payroll data for 300 + plus employees. May compute, post wages and deductions and prepare paychecks. It is a full-time (40 hours), non-exempt position. Normal office hours are Monday - Friday 8:30 a.m. to 4:30 p.m. EST.

What you'll do:
Core duties and responsibilities include the following. Other duties may be assigned
- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages, deductions and enter data into computers.
- Review time sheets, wage computation and other information to detect/reconcile payroll discrepancies.
- Compile employee time and payroll data from time sheets and other records.
- Complete onboarding for new employees and enter employee information into the payroll system.
- Assist current employees with questions on ADP and benefit changes
- Process monthly/quarterly payables and reports
- Report Worker's Comp claims in a timely manner
- Assist other County Clerk Office departments as needed
- All other duties as assigned

Our Perfect Candidate
Education and Experience:
- Bachelor's or associate degree in related field, master's preferred
- 5-8 years of *relevant work experience*
- Certified Payroll Professional (CPP) or other certification applicable to payroll
- Experience in ADP Workforce Now Payroll System and employee portals
- Experience in maintaining employee payroll files
- Experience in the following areas: timecard reconciliation; benefit invoice reconciliation; open enrollment; onboarding; retirement reporting; quarterly reporting: unemployment, multiple worksite; federal/state tax withholdings; worker's compensation and audits; W2 processing, completion of government surveys, benefit enrollments, and assisting employees with payroll and benefit questions
- Must be knowledgeable and have experience with administering and completing the following: I-9s; garnishments; family medical leave; manual checks; 1094/1095-C; taxable fringe benefits; social security verification and payables
- Must have reliable transportation
- Experience in politically complex situations

Required Abilities and Skills:
- Strong interpersonal, verbal, and written communication skills
- Must be comfortable with daily use of desktop computers, printers, scanners, phone systems
- Ability to handle confidential documents and maintain ethical conduct
- Time management skills to prioritize and meet deadlines
- Highly organized with attention to detail and high level of accuracy in data entry
- Ability to work independently and as a member of a team, self-motivated
- Flexibility to work in a changing environment
- Ability to thrive in a fast-paced environment
- Ability to work overtime when needed both during the week and weekends
- *Proficient in all aspects of ADP Workforce Now*
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word
- Must adhere to office policies regarding tardiness, attendance, personal appearance and dress code

Company Offers:
- Competitive salary will be commensurate with experience and education
- Must pass both an academic/criminal background check, and an employment reference check
- Comprehensive benefits package available*:* health insurance, vision/dental insurance, defined benefit retirement plan and paid parking