



CITY OF SENECA  
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**CITY OF SENECA**  
**POSITION DESCRIPTION – PAYROLL & HUMAN RESOURCE GENERALIST**

**GENERAL PURPOSE**

Administers various aspects of the personnel system of the City of Seneca for approximately 210 employees. Duties include personnel administration, payroll processing, insurance and worker's compensation and related work. Reports to the HR Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Payroll Specialist Responsibilities**

- Processes weekly payroll
- Reviews departmental timesheets and addresses discrepancies with department directors.
- Records time worked, vacation, sick leave, comp time, and other leave types in payroll records.
- Processes payroll checks, obtains signatures, sorts, and secures checks for distribution.
- Manages monthly payroll for elected officials and posts payroll general ledger entries, including fringe benefits.
- Prepares and disburses payroll deduction payments, tax deposits, and deferred compensation reports.
- Submits reports and payments to the SC State Treasurer and processes SC Retirement System service purchase plans.
- Maintains payroll records, employee time accruals, and sick leave bank.
- Administers the Sick Leave Incentive Program, issuing incentive checks when employees qualify.
- Prepares and submits quarterly reports (e.g., Federal 941, Employment Security Commission).
- Processes monthly insurance payments for employees with payroll deductions.
- Updates employees pay records for changes in rates, job titles, deductions, and status.
- Assists with pay raises, Christmas bonus calculations, and issues bonus checks in November.
- Resolves payroll issues, such as lost checks or incorrect time reporting, and reissues checks as needed.

**Year-end payroll process**

- Provides all payroll information requested by auditors at fiscal year end.
- Prepares W-2's for all employees and verifies that all information is correct and balances with quarterly reports. Distributes to employees. Prepares W-3 and submits W-2's.
- Prepares year-end tax reports.
- Close out payroll for year. Changes tax calculations as needed. Deletes terminated employees and any other changes that may be needed to the payroll system for the new calendar year.

**Processes new hires and newly elected officials.**

- Coordinate pre-employment physical and drug screens for selected applicants, obtaining results from the doctor's office.
- Onboard new employees, explaining City benefits, policies, and procedures.
- Complete E-Verify and SC New Hire reporting.

- Enroll employees in the SC Retirement System and health insurance programs.  
This version is more concise while retaining all key details. Let me know if you need further revisions!

**Maintains official personnel files.**

- Establish and maintain personnel files for all City employees.
- Verify employment for current and former employees upon request from prospective employers, financial institutions, and housing providers.

**Assist with the Family Medical Leave Act and Americans with Disabilities Act.**

- Works with HR Director when a situation should be considered FMLA leave or ADA.

**Processes garnishments and liens.**

- Receive and process requests for the withholding of garnishments and liens, including child support, student loan payments, and federal and state tax liens.

**Assist with the SC Retirement System and deferred compensation systems.**

- Attends employer training and assists employees as needed.
- Assists employees with retirement, disability retirement, and purchase of service.
- Assists former employees with a refund of contributions.
- Assists employees in changing contribution amounts for deferred compensation.

**Commercial Driver’s License Random Drug Screening program.**

- Maintain a list of all drivers and coordinate drug testing with the contractor. Contact supervisors to arrange testing for employees and follow up with the contractor to obtain results.

**Assist with workers’ compensation claims.**

- Verifies all documents, first report of injury, medical release, etc. has been completed and submits claim to SCMIT.
- Maintains current and appropriate classification system of City employees in accordance with Worker’s Compensation guidelines and reporting requirements.
- Prepares annual payroll audit worksheets for SC Municipal Insurance Trust (SCMIT). Reviews estimated workers’ compensation payroll data when received to ensure all information is correct. Adjusts annual contribution reports as needed.

**Assist with City property and vehicle claims.**

- Verifies all information has been collected and completed. Submits claims to SCMIRF.

**PERIPHERAL DUTIES**

Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Associate degree in human resources, accounting, business management or a closely related field
- Three (3) years of human resources generalist experience
- One – two years’ experience with full cycle payroll processing
- Experience working in local government / municipality preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.

- Ability to establish and maintain effective working relationships with applicants, employees, City officials, and the public.
- Ability to process confidential and sensitive information effectively.
- Ability to understand and follow instructions.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to work under pressure and/or frequent interruptions.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of computers, including word processing, data entry, excel, outlook, etc.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodation may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*