



**CLERK & COMPTROLLER, PALM BEACH COUNTY  
CLASS DESCRIPTION**

**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

**CLASSIFICATION TITLE: ADMINISTRATOR - PAYROLL**

**GENERAL DESCRIPTION OF DUTIES**

Under direction, this position coordinates, oversees, and performs all activities necessary to process one or more payrolls accurately and timely for Palm Beach County Board of County Commissioners, Palm Tran, and the Clerk and Comptroller's office. Employees in this classification monitor the workflow and productivity of payroll processing tasks and implement process improvements where indicated. This position has responsibility for ensuring the processes are in compliance with federal, state, and local regulations. Work requires acute attention to detail, the ability to process and monitor multiple priorities within established time frames, and a strong ability to communicate effectively in both a verbal and written manner.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prioritizes, coordinates, assigns, and monitors staff payroll processing activities; provides proper training and guidance to staff in processing assigned tasks; assists staff with troubleshooting problems, providing input, guidance, and subject matter expertise.

Ensures the accuracy and timely processing of the bi-weekly Clerk & Comptroller, Board of County Commissioner, and Palm Tran payrolls; plus the semi-monthly payroll processing for the Board of County Commissioners

Ensures the accurate set up of relevant payroll calendars; accurate creation of paycheck files and reports; accurate review of completed payroll to include submission of pay and other files to bank and other applicable sources

Maintains time and work flow analysis; prepares and submits statistical and administrative records and reports specific to work processed in the assigned work unit.

Oversees and prepares proper auditable documentation for corrections and reversal of payroll related transactions, thus providing an additional layer of internal controls.

Oversees and prepares up to date procedures for payroll that align with organizational value of effective and efficient and current legislation; provides recommendations for modifications to existing policies or procedures or implementation of new policies or procedures to enhance efficiency of the payroll process.

## **PAYROLL ADMINISTRATOR**

Assists with testing and validation of various systems to support payroll processes, including payroll configuration changes, automated payroll and time and attendance systems, tax updates, patches and upgrades, and County benefit changes; compiles and reviews various payroll records.

Establishes and maintains policies and procedures for payroll processing functions; maintains current knowledge of legislation affecting payroll functions.

Reviews and ensures accuracy of Federal Tax Deposits, vendor and banking deposit requirements.

Performs payroll post audit verifications and special research or projects as directed by management.

Develops and maintains an effective and efficient record keeping and file maintenance system; ensures adherence to established filing methods and standards.

Receives and resolves issues/conflicts between internal and external entities, i.e., judges, personnel, attorneys, vendors, contract providers, the public

Coordinates the efficient flow and completion of all paperwork and documentation concerning the functional area of responsibility; facilitates effective communications between all interested parties

Maintain established organizational/departmental productivity standards.

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members

Employees who are multilingual are expected to perform customer service related functions as the need arises

Performs related duties as directed

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree, supplemented by three (3) years of recent and relevant payroll experience, time and attendance systems, payroll systems, pay plan auditing, or an equivalent combination of education, training and experience. Fundamental Payroll Certification preferred.

**PAYROLL ADMINISTRATOR**

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

---

Employee Signature Date

---

Printed Name Department