



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

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

**CLASSIFICATION TITLE: FINANCIAL SPECIALIST III**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to coordinate and participate in routine to moderately complex clerical work for an assigned operational function of Clerk & Comptroller. Incumbents have considerable knowledge of Clerk & Comptroller's office policies, standards and procedures with respect to the assigned work area, and broad knowledge of the legal guidelines, constraints, and ramifications governing the work area.

Employees assigned to the Payroll area are responsible for performing advanced and specialized payroll accounting work. Employees in this classification are responsible for auditing, recording and posting payroll and benefit actions, providing daily and weekly accounting and balancing of payroll processes, ensuring accuracy of payroll data, researching unusual items or payroll accounting discrepancies, and providing resolution accordingly.

**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.

Plans, prioritizes, coordinates, and delegates daily unit tasks in a manner to ensure completion within established time frames; coordinates and participates in all work aspects of the assigned functional area

Provides training, direction, and assistance to new unit personnel

Performs data entry in maintaining and updating computer files, as applicable to assigned area

Functions in an information capacity through receiving incoming mail, phone, personnel, and public requests for information concerning the assigned work area; provides information or resolution; directs to appropriate department/entity if necessary

Performs a wide variety of administrative duties in supporting unit functions, i.e., answering telephones, processing unit mail, copying materials, filing materials, assisting co-workers

Participates in unit cross-training initiatives to acquire knowledge and skill sets to support efficient functioning of the assigned work unit

Maintains 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

## **FINANCIAL SPECIALIST III**

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

### **FUNCTIONS SPECIFIC TO PAYROLL AREA**

Employees assigned to the Payroll area perform the essential functions as outlined above, as well as:

Performs regular processing of payroll activities; audits, inputs and maintains payroll data, W-4's, deductions, direct deposit, etc.; runs interfaces; ensures processing is completed within required time frame

Prepares, processes, and audits adjustments, benefits deductions, garnishment deductions, corrections, reversals, stop payments, cancellations, manual checks, retroactive changes, final paychecks, etc. in accordance with policy and local, state and federal laws

Utilizes various automated business management systems in processing payroll actions, e.g., setting up deductions, setting up new hires, processing separations, setting up direct deposit, tax withholding

Processes payroll system calculations for pre-auditing of payroll data; audits and reviews payroll registers for accuracy, completeness and conformance with all rules and regulations

Reconciles, balances and closes payroll runs; reconciles and balances payroll

Assists management with training, testing, and validating automated payroll system; researches and resolves payroll accounting discrepancies and issues; takes corrective action as needed

Balances general/benefit deductions accurately and in a timely manner; prepares payments to vendors

Prepares payroll-related processing reports to support Clerk and County departments; prepares benefit calculations, subpoenas, court orders, and writ of garnishments

Reviews a wide variety of documentation and reports to verify and audit for accuracy and enter in applicable payroll/human resources business systems, e.g., benefits/general deductions, effective dates, time and attendance, recording checks and vouchers, and personnel changes

### **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.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

### **MINIMUM TRAINING AND EXPERIENCE**

### FINANCIAL SPECIALIST III

Associate's degree, supplemented by five (5) years of recent and relevant experience with demonstrated initiative and independent judgment in researching and reporting on accounting discrepancies and resolving client/customer issues with minimal supervisory review; or an equivalent combination of education, training and experience.

#### ADA COMPLIANCE

**Physical Ability:** Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 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.

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Employee Signature

Date

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Printed Name

Department