



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

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

CLASSIFICATION TITLE: PAYROLL ANALYST

GENERAL DESCRIPTION OF DUTIES

Under general direction, this position is responsible for performing professional, technical, and administrative work involving payroll processing and systems, operations, production, business practices, workflow, organization research, analyzing work and workflows. The incumbent audits, analyzes, evaluates, and recommends solutions to problems and participates in planning, implementing, supporting and documenting payroll processes. Additional duties may include auditing, training, application support/troubleshooting, documentation, procedures, and report preparation.

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.

Performs specialized Clerk and County post-payroll analysis and audits to ensure compliance and accuracy of all policies & procedures, and applicable payroll laws

Assists with bi-weekly payroll processing and reporting tasks requiring specialize knowledge payroll and time & attendance systems

Analyzes and reviews items specific to assigned area for accuracy, regulatory compliance and/or adherence to policies and procedures, i.e., payroll changes, payroll deductions, W-2 reports, 1099 reporting, contracts, resolutions, reconciliation reports, agreements, cash balances

Assists in the preparation and analysis of various bi-weekly, monthly, quarterly, and annual payroll reports and forms

Performs systems research, prepares flow diagrams; designs forms and specifications; develops system procedures; prepares computer programs; designs system enhancements

Coordinates and participates in problem resolution, particularly when the problem involves mission-critical areas

Prepares and submits statistical and administrative records and reports specific to work processed in the assigned work unit

PAYROLL ANALYST

Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing payroll data

Assists in new systems and/or system upgrade evaluation, planning, deployment, and support; reviews change and enhancement requests and works with stakeholders to determine and assign priorities; assists business units/groups in the design and execution of test scripts and scenarios

Maintains an awareness of new technologies, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate

Assists with updating and maintaining procedures and policies documentation for both County departments and Clerk & Comptroller payroll department

Defines, analyzes, and documents workflows; confers with project staff to outline work plan, to assign duties and responsibilities to ensure that business requirements will be met

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

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.

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

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Business Administration, Human Resources, or related field, supplemented by three (3) years of recent and relevant experience that includes Human Resources Information System (HRIS) administration, general human resources administration, time and attendance systems, payroll systems, benefit systems, position control, pay plan administration, benefits administration; or an equivalent combination of education, training and experience.

PAYROLL ANALYST

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: 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