SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: PAYROLL RECORDS SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to provide moderately complex to specialized administrative duties related to payroll data, forms, and records. Employees in this classification have specialized knowledge in payroll regulations and standards governing the work and exercise a high level of independence. Employees in this classification perform both routine and non-routine administrative duties for a large operating unit or a specialized unit. Position reviews all work performed for the purpose of ensuring exacting accuracy and verification of payroll, and maintains current knowledge of legislative and regulatory standards governing the work. Performs related work as directed.

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.

Operates various office equipment, i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines

Audits, inputs and maintains payroll and new hire data, W-4's, deductions, direct deposit, etc; runs interfaces; ensures processing is completed within required time frame

Audits and approves all County Personnel Action forms; ensures complete and accurate interface from various HRIS systems to PeopleSoft

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

Creates, updates, and maintain payroll documents and forms; assists team with training and utilization of forms

Creates, updates, and maintains all spreadsheets and logs for check stock, check printing, spoiled checks, and warrant list

Prepares records retention and coordinates storage; searches files for requested information in response to inquiries and public records requests

Processes, and tracks all ordering of supplies, toner, equipment, etc. for department

Provides cross-training, assistance and guidance to other unit employees in payroll accounting processes, department procedures, and regulatory standards governing the work; serves as back up to other staff as needed

Acts as liaison between supervisor, other departments, outside agencies and candidates; gathers and relays information facilitating effective communication between interested parties

Maintains established organizational/departmental productivity standards

Maintains current knowledge of payroll policies and procedures updates

Performs other routine administrative functions as assigned by management

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

High school diploma (or GED), supplemented by four (4) years of recent and relevant experience; some vocational or college courses preferred; or an equivalent combination of education, training and experience.

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.

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Employee Signature Date

_____

Printed Name Department