



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

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

CLASSIFICATION TITLE: PAYROLL SPECIALIST, SENIOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to coordinate and perform advanced and specialized and highly accountable payroll accounting work. Employees in this classification are responsible for providing cross-training and guidance to other payroll staff. 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 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. 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.

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

Performs regular processing of payroll activities; 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

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

SENIOR PAYROLL SPECIALIST

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; Benefit calculations, subpoenas, court orders, 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, personnel changes

Responds to payroll, personnel and accounting inquiries; provides resolution, information, or direction accordingly

Maintains current knowledge of payroll policies and procedures changes and updates

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

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

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

Performs related duties as directed

