



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: PAYROLL SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform advanced and specialized 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

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

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

PAYROLL SPECIALIST

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

Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

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

Ability to come to work and work the regular schedule and shift for the position

Compliance 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

High school diploma, supplemented by five (5) years recent and relevant, payroll experience that demonstrates the knowledge of payroll processing & reporting; with demonstrative 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.

PAYROLL SPECIALIST

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 and materials 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. Some tasks require visual perception and discrimination.

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 acknowledge that I have read and understand the above job description and duties and that I will be able to complete these tasks with or without a reasonable accommodation.

Reasonable accommodation requested*:

Employee Signature _____ Date _____

Printed Name _____ Department _____

**This request may begin the interactive dialogue process. Please contact our Benefits Administrator.*