



PAYROLL SPECIALIST JOB DESCRIPTION

JOB TITLE: Payroll Specialist	CLASSIFICATION: Administrative Support	IMMEDIATE SUPERVISOR: Assistant Finance Director
PAY GRADE: 119	DEPT: Finance	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for payroll and functions related to the classification and pay plan system, employee benefit accruals, and insurance billing.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for checking the accuracy and processing of payroll on bi-weekly basis, as well as all other payroll related issues.
- Sets up and processes direct deposit transfer information for all employees.
- Monitor departments' time records in timekeeping software and assist departments with payroll issues.
- Transmits information from timekeeping software to AS400 and checks for accuracy of information.
- Processes approved payroll changes in AS400 system such as termination, department transfers, benefit and PLT accruals and updates, rate of pay, premium adjustments, Cafeteria 125 plan, and other miscellaneous payroll/personnel related information.
- Sets up new Positions and enters new hire information into the AS400 according to the current budget.
- Prepares and transmits payroll contributions and reports, such as quarterly Payroll 941, unemployment tax, Workers Compensation report, FRS pension, etc. to State and/or Federal agencies.
- Inputs employees W-4 tax elections and annually updates tax tables.
- Prepares and distributes annual W-2s to employees.
- Make updates to the pay plan, including cost of living adjustments and merit increases in the AS400 software.
- Performs monthly, quarterly, fiscal year end and calendar year end payroll procedures.
- Prepares requested documents and files for annual external financial and workers compensation audits.
- Responds to inquiries from Banks and other financial institutions.
- Prepares and processes hardship withdrawal requests, new account set up, changes and break of service information to retirement institutions for 401, 457 and FRS.
- Checks all benefit monthly billing and deferred compensation to reconcile against the payroll accruals.
- Collects COBRA and retirement premiums and reconciles to monthly billing.
- Sets up report garnishments pursuant to legal documents.

- Submits check request for employees' voluntary donation and deductions to agencies, such as United Way, American Cancer, Prudential, Valic and ICMA.
- Scans all payroll related reports and documents into Laserfiche for record keeping.
- Assists the Human Resource Department to input hurricane time sheets and appropriate payroll codes in a declared event.

OTHER DUTIES:

- Assists with annual audit.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Prefer AA or AS degree with at least three (3) years related payroll experience or
- High school diploma with at least five (5) years of responsible administrative work in payroll and/or personnel or closely related field, preferably in local government;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Advanced working knowledge of payroll/personnel, wage and labor, and tax administration
- Ability to solve problems, exercise sound judgment in planning, scheduling and completing assignments in an independent manner based on policies and procedures.
- Working knowledge of governmental accounting standards.
- Ability to establish and maintain effective working relationships with supervisors and other employees.
- Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, for longer periods of time, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Employee must be able to drive a Village Vehicle. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and

ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Computer, printer, calculator, scanner, Laserfiche, AS400, Microsoft Excel, Internet Explorer, adding machine, copier, typewriter, telephone, voice mail, email, and other associated equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal background, DMV, credit and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created: 06-27-03

Revised: 10-29-08

Revised: 11-05-15

Revised: 09-11-18

Revised: 03-02-20