



**PAYROLL SPECIALIST  
JOB DESCRIPTION**

JOB TITLE: Payroll Specialist	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Accounting Manager
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 benefits, and insurance billing.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for processing payroll on bi-weekly basis, as well as all other payroll related issues.
- Transmits information from Timekeeping software to AS400 and checks for accuracy of information.
- Checks department time records; updates leave accruals and all other employee personnel related inquiries on the AS/400 system.
- Prepares payroll and other reports to Social Security, IRS and annual W-2 forms, and other reports required by the Finance Department.
- Implements updates to the pay plan, including cost of living adjustments and merit increases.
- Assists with pension administration. Files loan information, beneficiary information, adjusts pension amounts, and coordinates with Human Resources.
- Handles all employee benefit insurance billings as well as deferred compensation billing. Checks that billing is accurate against monthly AS400
- Assists with employee questions regarding insurance and continuing benefits (COBRA administration).
- Performs year end accounting procedures.
- Prepares audit information
- Responds to inquiries from Banks and other financial institutions
- Sets up payments for child support, alimony, liens and other financial payments pursuant to legal documents or employee's requests.
- Maintains direct deposit transfer information for all employees.
- Sets up new Positions in AS400, and enters new employees.
- Processes all personnel changes in the AS400 system such as transfer, dept changes, address updates, accruals, rate of pay, premium adjustment, etc.

**OTHER DUTIES:**

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

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- High school diploma;
- At least three (3) 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:

- Working knowledge of payroll/personnel 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:** None.

## **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 frequently required to stand, walk, sit, talk, hear, listen and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **TOOLS & EQUIPMENT USED:**

Computer, printer, calculator, scanner, adding machine, copier, typewriter, 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 outside. The employee is exposed to a climate controlled, air conditioned environment. The noise level in the work environment is moderately quiet while in the office.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal background, 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