

CITY OF COCONUT CREEK

JOB DESCRIPTION

JOB TITLE: Payroll Specialist
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior-level technical or specialized payroll related work, data entry, and administrative support tasks. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

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 classification. 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.

- Audits time clock and leave entries for accuracy, reasonableness, and compliance with union contracts, City policies, labor and federal/state laws
- Prepares timekeeping reports for managerial approval
- Enters leave requests, time clock entry adjustments, and other related corrections in the timekeeping and scheduling system
- Reviews, validates, and reconciles employee timekeeping records in accordance with employee schedules
- Responsible for the special detail billing process, including the tracking of pay requests, monitoring schedules and reconciling billing issued to clients
- Facilitates communication between employees and all the special detail billing liaisons
- Analyzes contracts to ensure processes comply with the applicable provisions
- Communicates with employees regarding paycheck inquiries such as payouts, vacation records, deductions, reimbursements, and any other payroll issues
- Manages workflow to ensure all payroll transactions are processed accurately and timely
- Assists in processing employee payroll transactions such as retroactive payments, tax withholding changes, direct deposit changes, garnishments, and benefit deduction changes
- Collaborates in preparing and calculating final pay for terminating employees, including payout of unused leave time, stipends, and others as applicable
- Maintains current knowledge of labor and tax laws, as well as provisions in the collective bargaining agreements through training, review and research
- Provides assistance with post payroll tasks including payroll reconciliation reports for quarterly filings and electronic record keeping procedures
- Runs various payroll reports and provides support completing the monthly retirement audit reports
- Participates in the implementation of system and process improvement initiatives

- Collaborates in the preparation of the annual payroll budget
- Assists with quarterly and year-end processes
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Associate's Degree or at least sixty (60) credit hours; supplemented by at least three (3) or more years' experience in payroll; or an equivalent combination of education, certification, training, and/or experience may be considered. Previous Police or Fire payroll processing experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of payroll process and procedures and associated labor laws and federal/state regulations
- Ability to perform arithmetic computations accurately and quickly
- Ability to complete reconciliations
- Ability to adapt and rapidly learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing professional and effective customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print) Supervisor's Name (print)

Employee Signature Supervisor's Signature

Date