

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior and /or lead-level technical or specialized work in the Finance and Administrative Services department. Processes payroll and ensures that all employees are paid according to all contracts, rules, and regulations. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine 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.

- Prepares paychecks and direct deposit slips and all other payroll related disbursements such as benefit payments to vendors, garnishments, taxes, labor union and credit union payments, etc.; issues manual checks and processes voids as necessary
- Processes vacation and sick leave buy-backs, longevity payments, etc. as needed
- Calculates and processes payroll adjustments, including retroactive pay, pension adjustments, overpayments, etc.
- Performs payroll audits and reconciliations on an as-needed basis
- Prepares and posts biweekly payroll for City employees
- Prepares tax returns and unemployment reports
- Prepares the end of fiscal year and worker's compensation reports
- Balances payroll pensions and taxes with the general ledger
- Maintains the integrity of the payroll system and payroll records.
- Interprets and applies the pertinent sections of the Fair Labor Standards Act (FLSA), collective bargaining agreements, contracts, and state and federal laws as they relate to wage compensation
- Reviews time and attendance logs for compliance with applicable rules and regulations and assists time-keepers with inquiries regarding time and attendance
- Maintains an updated payroll procedures manual that incorporates all changes in agreements, contracts, laws, regulations, and processes.

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- Maintains and verifies payroll information on file and on computer including employer benefit and tax data, employee data and classification, employee benefit and tax deductions, direct payroll deposits, timesheets, accrued vacation and sick leaves, etc.
- Researches and implements new requirements and process improvements, which involves working closely with the Human Resources and Information Technology Departments
- Updates the communication services tax database when changes need to be made
- Serves as the final check point for payroll related changes
- Assists City management by performing confidential payroll analyses to evaluate and develop various payroll and benefit strategies
- May assist in other areas within the Finance and Administrative Services department, including Budget, Audit, and any other special projects
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four (4) or more years' experience in payroll administration; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of laws, rules and regulations controlling payroll and pension record keeping, and collective bargaining contractual procedures, including the Fair Labor Standards Act.
- Working knowledge of Enterprise Resource Planning (ERP) systems
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel) and payroll or pension processing software
- Skill in providing good customer service
- Ability to prepare complete and accurate payroll related reports
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- 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 in sedentary to light work, which may involve some lifting, carrying,

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pushing and/or pulling of objects and materials of light weight (up to 20 pounds). 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.

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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

Date