



The City Beautiful

City of Coral Gables Job Description

Job Title: Payroll Specialist
Department: Finance
Classification: 0303
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 2/06
Approved By:
Approved By:

Summary

Performs highly responsible specialized and technical work maintaining and supervising the maintenance of payroll and related financial records. The Payroll Specialist prepares bi-weekly payroll for all City employees, using an automated and integrated payroll and human resources system. Responsibilities include preparing payroll reports and statements, and reviewing records for compliance with applicable laws and regulations. Exercises initiative and independent judgment within established policies and procedures and under the general supervision of the Assistant Finance Director. Work is subject to verification through internal control systems, pre and post audits.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives and verifies the data entered by other departments along with all supporting documentation including leave, regulated salary and overtime slips.

Prepares and processes the following (but not limited to): supplemental payroll reports, payroll checks, supplemental payroll checks, stop payments on payroll checks, court ordered deductions such as tax levies, child support, credit union and termination payouts.

Reviews general ledger transactions related to payroll expenses, payroll vouchers and paychecks; assists in the balancing of accounts.

Calculates, processes, monitors, posts and balances payroll ensuring compliance with City regulations. Prints related payroll reports.

Monitors, reconciles and requests checks for U.S. savings bonds.

Contacts credit unions referencing employee deductions. Forwards deductions to credit unions, banks, etc.; prepares bank deposits for net payroll and withholding taxes.

Prepares deductions for workers compensation.

Prepares and verifies accuracy of accounts payable vouchers for distribution of all payroll benefit payments.

Balances and prepares a variety of state and federal government required reports including quarterly, year end, 941 reports and W2s. Prepares month end, quarter end, balancing and closing books.

Maintains and updates employee leave records and distributes related reports to departments on a regular basis.

Prepares and data enters fiscal year end information necessary to record changes regarding leave information, to include floating holidays, conversion of sick time, excess sick leave and maximum annual leave. Prepares fiscal year end reports to record changes.

Attends depositions when required.

Processes court order deductions to include wage garnishes, tax levies, and child support. Prepares and balances summary report revisions.

Verifies accuracy and eligibility of payments due to employees to include overtime, comp time, tuition reimbursements, and safety shoe reimbursements. Calculates, processes, monitors, posts and balances payments.

Researches records to resolve problems and discrepancies; provides information to attorneys and assists employees with questions.

Processes refunds when required.

Prepares various statistical reports and maintains the safekeeping of payroll records.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the operational procedures of a municipal finance department. Knowledge of related Federal, State and City laws pertaining to payroll practices; including child support orders, levies and garnishments. Knowledge of City Personnel Rules, Regulations and labor agreements as related to wages. Knowledge of legal, administrative and departmental payroll procedures. Knowledge of bookkeeping and accounting principles, practices and procedures. Ability to work independently with minimum supervision. Ability to make arithmetic computations accurately and rapidly. Ability to verify and monitor payments to ensure compliance with regulations. Ability to understand and carry out complex oral and written directions. Ability to meet stringent deadlines. Ability to maintain detailed records, conduct research, compile and organize data, and prepare statistical reports. Ability to use computer system and related payroll programs. Ability to use calculator and other office equipment. Ability to communicate effectively verbally and in writing is essential. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Coursework in bookkeeping or accounting.

Minimum three (3) years of progressively responsible experience in payroll.

Valid Florida driver's license.