

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 143

PAYROLL SPECIALIST I

GENERAL

Specialized clerical work assisting in the processing of the payroll information for employees of the City. Work is performed under regular supervision of the Payroll Specialist II in the Finance Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists with the processing of the biweekly payroll check run.
- Responsible for input of various payroll deductions on payroll master file (i.e.; insurance changes, court ordered child support, wage garnishments, credit union, union dues and payroll direct deposit).
- Performs final review of all personnel transaction changes (i.e.; promotions, new hires, W4 and merit). Calculates retroactive payments.
- Generates biweekly audit reports and performs review of hours and additional payments for accuracy.
- Responsible for distribution of biweekly paychecks and annual W2 employee statements. Distributes/mails A/P checks for all payroll related vendor payments.
- Completes verification of employment forms requested by financial institutions, insurance companies and state/federal agencies.
- Maintains records and files for payroll related deduction and payment authorization forms.
- Assist department timekeepers and supervisors with inquiries related to the Naviline payroll software and Executime Time & Attendance software.
- Serves in the absence of the Payroll Specialist II.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal and State laws and regulations relating to payroll.
- Knowledge of office practices, bookkeeping systems and computerized record processing.
- Knowledge of Sungard-HTE and Executime software/applications.
- Ability to perform complex mathematical calculations using a 10-key calculator.
- Ability to use Microsoft Office (i.e. word, excel).
- Ability to interact effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. A minimum of 3 years previous experience in computerized payroll systems and procedures. Lean Six Sigma White Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma White Belt certification within 1 year of hire, if not already obtained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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

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Bargaining Unit: Non- Bargaining

FLSA: Non-Exempt

Classification: 20/50

Location: Finance Department

GERS: Regular Class