CITY OF POMPANO BEACH **JOB CODE 144**
CLASS DESCRIPTION

PAYROLL SPECIALIST II

GENERAL

Specialized clerical work coordinating the payroll function and record keeping. Work is performed under supervision of the Accounting Supervisor. Supervises the work of a Payroll Specialist.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Processes bi-weekly payroll, verifies accuracy of all necessary changes, audits and inputs data from departmental timesheets, balance hours, justify rates on exceptions report, processes checks through check signer and burster and prepare for distribution to employees. Maintains earnings history for each city employee.
Inputs required and voluntary deductions into Payroll master file.
Reconciles insurance invoice with city enrollment list. Indicates new enrollees and coverage terminations. Collect premiums from terminated employees, retirees and COBRA participants. Provides total pension contributions and interest earned to Pension Board upon termination or retirement of an employee. Provides employee earnings information requested by financial institutions and insurance companies.
Researches and replies to inquiries from HRS, IRS, three bargaining unions, citizens and employees.
Analyzes and provides information requested by departments and budget division regarding payroll accounts.
Prepares budget adjustments for merit increases.
Maintains up-to-date knowledge of federal payroll changes, tax changes, federal and state laws, code of ordinances, three union contracts, etc.
Projects annual salaries for budget preparation, computes and posts annual interest to individual employee pension accounts, distributes annual W-2 forms, balances Annual Incentive Monies due and paid.
Supervises the work of the Payroll Specialist.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal and State laws and regulations relating to payroll. Knowledge of office practices, simple bookkeeping systems and computerized record processing. Ability to interact effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Considerable experience in computerized payroll systems and procedures.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

Rev. 7/95

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