

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 144

PAYROLL SPECIALIST II

GENERAL

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

- Ensures accurate processing of bi-weekly payroll according to City pay policy and practices and bargaining unit contracts.
- Responsible for accurate and timely payroll hour transfer via time & attendance interface to payroll system.
- Responsible for creating new payroll codes when necessary, i.e.; additional pay, deductions, benefits, accruals and tax codes.
- Performs detailed review of all payroll/personnel master file changes. Balances hours, additional payments and audits various exception reports prior to finalizing paychecks.
- Maintains accurate earnings history for each city employee.
- Reconciles and maintains annual citywide changes, (i.e.; COLA increases, sick bank donations, sick leave hour conversions, pension interest, united way, union time pool, shoe allowance, insurance rates).
- Responsible for annual electronic filing to IRS and biweekly file uploads to bank, ICMA, child support, FRS, credit union and pension boards.
- Provides total pension contributions and interest earned to Pension Board upon termination or retirement of an employee.
- Researches and replies to inquiries from HRS, IRS, two bargaining unions, citizens, employees and supervisors.
- Analyzes and provides information requested by departments and budget division regarding payroll accounts.
- Maintains up-to-date knowledge of federal payroll changes, tax changes, federal and state laws, code of ordinances, two union contracts, payroll software updates, etc.
- Prepares balances and distributes annual W-2 employee wage & tax statements. Files quarterly state unemployment, 941 employment tax returns and fire incentive report.
- Supervises and writes evaluations/reviews of the work of the Payroll Specialist I.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal and State laws and regulations relating to payroll.
- Knowledge of Sungard-HTE and Executime payroll software.

- Knowledge of office practices, bookkeeping systems and computerized record processing.
- Skilled in the use MS Excel and what payroll software
- Ability to interact effectively both orally and in writing.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- 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. At least three (3) years experience in computerized payroll systems and procedures. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow 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.

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

Pay Grade/Group: 24/50

Location: Finance Department

GERS: Regular: Regular Class