

PAYROLL COORDINATOR**SUMMARY:**

Under limited supervision, performs duties associated with processing payroll information; analyzes, audits and corrects payroll information and provides customer service to employees and supervisors in the areas of payroll, taxes, etc.; performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Brings payroll data in the payroll software from the Kronos Time Keeping system including hours worked, type of earnings, and type of leaves.
2. Inputs payroll data to include hours worked, deductions and changes to earnings.
3. Inputs personnel data affecting payroll.
4. Reviews, edits, and when necessary corrects data received from the time keeping system.
5. Audits and reconciles payroll reports.
6. Calculates payroll tax deductions in accordance with Federal and State laws.
7. Generates deductions from employee's pay for loan repayments, child support, pensions, etc.; prepares electronic funds transfer for payments.
8. Prepares quarterly payroll tax reports.
9. Researches payroll and personnel issues found on exception reports and takes corrective action.
10. Responds to questions from employees regarding issues affecting their pay.
11. Calculates, prepares and verifies bi-weekly payroll and calculates and prepares manual payments for exceptions, final pay, back pay, etc.
12. Balances payroll reports for each payroll.
13. Prepares and distributes computer generated reports of personnel and payroll data.
14. Acts as liaison between employees, department personnel, and payroll on matters related to pay.
15. Organizes and maintains payroll files.
16. Prepares and updates training documents related to time entry requirements, use of time entry system and payroll processes.
17. Conducts training for managers and other employees in the use of the Kronos timekeeping system and on the procedures and methods used to create the payroll
18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic accounting principles.
- Knowledge of math principles.
- Knowledge of payroll principles.
- Knowledge of Federal and State laws governing payment of wages.
- Knowledge of Federal and State laws governing the filing and payment of payroll taxes.
- Knowledge of customer service principles and techniques.
- Ability to understand and enforce complex bargaining unit requirements related to payroll and benefits.
- Excellent communication skills both written and oral.
- Skill in using general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Skill in using computer applications such as word processing, spreadsheet and database programs.
- Skill setting up and maintaining computerized data and accounting records.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use the hands, occasionally stand, walk, reach with hands and arms and lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate degree from an accredited college or university in business administration, accounting, finance or related field and two (2) years of related experience in processing payroll, conducting training, writing training materials, or any equivalent combination of training and experience. Experience working with Oracle HRIS and Kronos Time Keeping System, highly desirable.