

PAYROLL SPECIALIST**SUMMARY:**

Under limited supervision, performs clerical duties associated with processing payroll information; and 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. Inputs payroll data to include hours worked, deductions and changes to earnings.
2. Inputs personnel data affecting payroll such as new hires, changes in employment status, name, position, and performance review dates, and/or salary.
3. Calculates payroll tax deductions in accordance with Federal and State laws.
4. Generates deductions from employee's pay for loan repayments, child support, pensions, etc.; prepares electronic funds transfer for payments.
5. Prepares quarterly payroll tax reports.
6. Researches payroll and personnel issues found on exception reports and takes corrective action.
7. Responds to questions from employees regarding issues affecting their pay.
8. Calculates, prepares and verifies weekly and bi-weekly payroll and manually for exceptions, final pay, back pay, etc.
9. Balances payroll reports for each payroll.
10. Prepares and distributes computer generated reports of personnel and payroll data.
11. Acts as liaison between employees, department personnel, and payroll on matters related to pay.
12. Maintains computerized data file to track payroll, leave balances, leave usage, etc.

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.
- 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.

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: High School diploma or GED and two (2) years related experience in processing payroll, or any equivalent combination of training and experience.