

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: PAYROLL AND BENEFITS SPECIALIST (Job Code 659).

GENERAL STATEMENT OF JOB

Under general supervision, the purpose of this position is to perform technical and professional work in the processing and maintenance of payroll transactions and personnel records. Tasks involve the interpretation and application of City and departmental policies to specialized work in payroll processing, benefits administration, pension payroll preparation, and accounting, including the maintenance of accurate payroll/personnel application in a computer based environment. Work is performed under supervision in accordance with established guidelines and federal, state and local laws or regulations. Responsibilities include extensive record and report maintenance and ensuring all personnel information remains current. Employees in this class function as an information resource on payroll and benefits.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Implements payroll processes including maintaining account codes, entering of hours, making corrections, running reports, verifying, executing, and balancing payroll to issue paychecks.

Maintains system security, performs maintenance of earnings and deduction codes, inputs and maintains direct deposits, W4's and W2 information.

Processes automatic earnings, retro pays, leave accruals, sick banks, garnishments, and refunds for all benefits and earnings corrections.

Maintains deduction balances for deferred compensation, and other voluntary and involuntary payroll deductions to ensure compliance with IRS regulations.

Posts changes and additions to employee pay; calculates adjustments for Worker's Compensation, tax levies, verifies for accuracy in all calculations and transfers to ADP for processing.

Sorts payroll upon return from ADP, and attaches any communications/memoranda as necessary and distributes to employees.

Works with Finance to create supplemental checks and voids or stop payments through the bank. Ensures departmental payroll processing is in compliance with union contracts, and Human Resource/Payroll policies and procedures.

Acts as backup to the Payroll & Benefits Supervisor when absent or necessary.

Assist the Payroll & Benefits Supervisor in developing recommendations to modify or change payroll programs, procedures, rules and regulations.

Uses the ADP reporting system to develop queries and create reports.

Verifies statements/premiums against reports run in ADP showing deductions and ensures payment of all premiums, dues, investments, and memberships through authorization of the Payroll & Benefits Supervisor.

Assists employees in selecting and completing appropriate forms concerning retirement, insurance plans, and direct deposit forms.

Enters all new hire information into ADP, Bentick, and the HTE system accurately and maintains databases.

Responsible for notifying terminating employees of any benefits they are eligible for and providing notices, including COBRA.

Processes all FMLA paperwork, ensuring forms are filled out completely and correctly, ensuring compliance, before submitting to Human Resources Director.

Enrolls employees in all benefit plans, processing new employees, and any changes to enrollment and coordinates open enrollment periods by preparing information notices to employees explaining changes that will be reflected in the payroll.

Ensures that all employees are enrolled in the correct FRS plan, and monitors compliance for same.

Calculates processes and tracks employee sick bank and sick bank usage.

Provides assistance with requests performed during the annual external audit and any requests by internal auditors as needed, including compiling the reports and identifying the most efficient way to obtain requested information.

Verifies that all benefit information entered into Bentick is correctly entered into ADP.

Ensures all additions to pay; cell phone allowance, education incentive pay, is correct and up to date.

Maintains confidentiality of departmental issues and documentation.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Must possess a high school diploma, supplemented by minimum of three (3) years' previous experience in payroll processing. Preferred: A college degree with three (3) years' experience in payroll processing and benefits administration. Must be skilled in the use of the Microsoft Office suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of payroll processing procedures and forms for moderately-sized organizations.

Knowledge and understanding of the principles and practices of benefits administration.

Knowledge and understanding of the principles and practices of human resources administration.

Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skilled in both written and oral communications for effective expression and clarity in task assignment.

Skilled in spreadsheet and accounting software applications.

Ability to maintain complete and accurate records and statistics, and to develop meaningful reports from that information.

Ability to establish and maintain effective working relationships with other employees, City officials, and the public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date