



## Clerk of Circuit Court & Comptroller Okaloosa County

**Position Title:** Payroll Clerk

**Department:** Financial Services

**Location:** Crestview

**FLSA Status:** Non-Exempt

**Salary Range:** \$31,200 – \$46,800

**JOB SUMMARY:** Responsible for ensuring accurate processing, auditing and recording of payroll for Okaloosa County Board of County Commissioners, Okaloosa County Supervisor of Elections, and Okaloosa County Clerk of Circuit Court and Comptroller.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties and responsibilities of this position include, but are not limited to:

- Execute time and attendance processing and interface with payroll.
- Setup and process bi-weekly payroll.
- Review and verify source documents (timesheets).
- Update employee records by recording changes.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile and audit payroll prior to transmission and validate confirmed reports.
- Application of proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Process accurate and timely monthly, quarterly, and year-end reporting when necessary (Retirement, 941, Reemployment, W-2, etc.)
- Research and respond to payroll related inquiries and issues.
- Develop, manage and maintain comprehensive payroll records.
- Identify and recommend payroll process improvements.
- Provide wage certification reports to Division of Retirement, Workers' Compensation, and any other parties upon request.
- Prepare any necessary daily journal entries and can process them as required.
- Audit and balance payroll fund accounts monthly.
- Ensure compliance with local, state, and federal regulations and guidelines.
- Work with external auditors when required.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Maintain regular communication with director/manager for any accounting discrepancies or significant issues.
- Complete special projects and all work assignments as required. Experience with implementation of new workflows and processes is preferred.
- Cross train on other areas of equal and lesser complexity and serve as a backup for those functions.



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- Demonstrate considerable ability to analyze complex data, document and exercise sound judgment, and prioritization of evolving tasks.
- Attend and participate in meetings, audits, workshops, and webinars as necessary.
- Perform other job duties and special tasks as assigned.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree (B.S.) in accounting from a four-year college or university preferred; may consider B.S. in other field with a minor in Accounting; two years of experience and/or training preferably in a government environment; payroll certification from a state or nationally recognized institution or an equivalent combination of education, training and experience.
- Proficiency in Excel and Word.
- Knowledge of or experience in accounting software preferred.
- Good communication skills, both oral and written, to communicate effectively.
- Good interpersonal skills and the desire to work in a team environment are critical.
- Accurate keyboarding and data entry skills.
- Must be organized and detail oriented.
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timelines.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

### **ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:**

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 lbs.

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