



CITY OF JACKSONVILLE
invites applications for the position of:

Pension Payroll Specialist

SALARY: \$14.01 - \$17.51 Hourly
\$29,134.92 - \$36,418.56 Annually

OPENING DATE: 06/19/17

CLOSING DATE: 06/29/17 11:59 PM

JOB DESCRIPTION:

This is lead technical pension and payroll accounting work in reviewing, processing, and maintenance of transactions, records, and reports. Work requires knowledge of techniques, methods, and procedures used in performing technical pension and payroll functions and is learned through a combination of training and considerable on-the-job experience. Trains, plans, assigns, monitors, and reviews the work of others. Contacts require skills in understanding and/or influencing people and are important in providing customer service. This work is semi-routine where tasks are covered by procedures or precedents, but some latitude is permitted to consider the most appropriate technique, method, or procedure to follow. The work involves differing situations requiring use of judgment in searching for solutions or new applications within one's known experiences. Work is performed in an office environment. The physical demands consist mainly of sitting or standing at a work station for extended periods of time. Operates standard office equipment and a computer using word processing, spreadsheet, email and accounting software applications, and occasionally lifting and moving light objects. The work is performed under general supervision where the work assignments are varied and, although subject to instructions and established work routines, the worker is permitted some latitude to set own priorities subject to superior's approval. Work in this class is distinguished from that of the Pension and Payroll Technician by its greater complexity and variety.

EXAMPLES OF WORK:

- Inspects, reviews and/or maintains a complex record system involving varied payroll transactions in compliance with local, state and federal guidelines.
- Reviews, audits and submits pension payments through the various accounting systems of the City.
- Trains, plans, assigns, monitors, and reviews the work of others.
- Prepares journal entries into the City's electronic accounting system.
- Processes payments and/or refund checks for new retirees, vested employees, disabled employees, survivor and child benefits, and terminated employees.
- Processes quick pays, IRA Rollover (custodian) checks, direct deposits, child support, insurance, or credit union deductions, name and address changes, W-4's, workers compensation and other related payroll transactions.
- Reviews pension pay reconciliations using spreadsheet applications.
- Reviews monthly measurement reports for the Accounting Division.
- Processes W-2 income verifications.
- Verifies, calculates and reviews retro payments and deductions.
- Communicate to the retiree City Ordinance and Pension Code as it applies to the individual's role, time service and salary.
- Operates standard office equipment and a computer using word processing, spreadsheet, email and accounting software applications.
- Demonstrates proficiency in the City of Jacksonville's core competencies.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pension and payroll principles, practices, procedures, and methods.
- Knowledge of retirement plans like 401ks and 457s, and individual retirement accounts like IRAs and Roth IRAs.
- Knowledge of City Ordinance and Pension Code as it applies to the individual employee's role, time service and salary.
- Skill in making and verifying mathematical calculations.
Skill in processing pension and payroll transactions and maintaining fiscal records using an accounting software system.
Skill in operating standard office equipment.
- Ability to train, plan, assign, monitor, and review the work of others.
- Ability to apply accounting knowledge to work assignments.
- Ability to analyze and audit accounting, payroll, pension and leave data.
- Ability to read, comprehend, and apply job-related rules, policies and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare reports.
- Ability to review and monitor the work of others.
- Ability to use word processing, spreadsheet, email and related software applications.
- Ability to read, comprehend, and apply job related rules, policies and procedures.
- Ability to communicate effectively.
- Ability to apply accounting knowledge to work assignments.
- Ability to prepare accounting, financial, and statistical reports.
- Ability to compile, analyze and/or audit accounting, budgetary, fiscal, payroll and leave data.

OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:

A four year combination of education, training and technical pension and payroll accounting experience which must include at least two years of experience reviewing, auditing, and processing pension and/or payroll transactions.

ONLINE APPLICATION REQUIRED. Apply at www.coj.net. If claiming veteran's preference, you must attach a DD-214 (Member Form-4 copy) or military discharge papers, or equivalent certification from the Department of Veterans Affairs listing military status, dates of service and character of discharge. You must also attach the Veterans Preference Certification Form and if applicable, the additional forms as noted here: <http://www.coj.net/departments/employee-services/veterans-preference>

NEOGOV works best with Google Chrome, Firefox and Internet Explorer versions 9 and above browsers. Please try to apply using one of these browsers. You may have to cut and paste the link into the browser's search area.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coj.net/departments/employee-services.aspx>

Position #2017-02449
PENSION PAYROLL SPECIALIST
DD

117 West Duval Street, Suite M-100
Jacksonville, FL 32202
(904) 630-7509

Recruit@coj.net

Pension Payroll Specialist Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question.

Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?

Yes No

- * 2. Do you have a bachelor's degree or higher from an accredited college or university? If yes, you MUST attach a copy of your college transcripts to your application.
 - Yes
 - No
- * 3. If you have a degree, indicate which degree you have and include any major/minor. If basing qualifications on education, a copy of your college transcript is required.
- * 4. Do you have a four (4) year combination of education, training and technical pension and payroll accounting experience?
 - Yes
 - No
- * 5. Indicate the organization(s) you worked for where you gained technical pension and payroll accounting experience.
- * 6. Provide a detailed description (at least 3-4 complete sentences) of your technical pension and payroll accounting experience.
- * 7. Do you have two (2) years of experience reviewing, auditing, and processing pension and/or payroll transactions?
 - Yes, I have a minimum of two years experience reviewing, auditing and processing pension.
 - Yes, I have a minimum of two years experience reviewing, auditing, and processing payroll transactions.
 - Yes, I have a minimum of two years experience reviewing, auditing and processing pension and payroll transactions.
 - I have less than two years of experience reviewing, auditing and processing pension and/or payroll transactions.
 - No, I do not have a minimum of two years experience in any of the above.
- * 8. Indicate the organization(s) you worked for where you gained pension and/or payroll transaction experience.
- * 9. Provide a detailed description (at least 3-4 complete sentences) of your pension and/or payroll transaction experience.
- * 10. If you are requesting veterans preference, you MUST download the appropriate state of Florida form and attach it to our application. Failure to do so will delay your veterans preference status. Please download the forms at <http://www.coj.net/departments/employee-services/veterans-preference>
 - Yes, I am claiming veterans preference and I understand that I MUST download the appropriate form and attach it to my application.
 - No, I am not claiming veterans preference and this does not apply to me.

* Required Question