



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

EXEMPT OPPORTUNITY

POSITION TITLE: Payroll Administrator

DIVISION/DEPARTMENT: Payroll

SALARY RANGE: \$47,476 - \$58,426

ABOUT THE OFFICE:

The Clerk & Comptroller's office is an award-winning, progressive organization with a strong commitment to transparency, accountability and public service.

ABOUT THE POSITION:

The Clerk's office is seeking a Payroll Administrator to coordinate, oversee, and perform all activities necessary to process one or more payrolls accurately and timely for Palm Beach County Board of County Commissioners, Palm Tran, and the Clerk and Comptroller's office. Employees in this classification monitor the workflow and productivity of payroll processing tasks and implement process improvements where indicated. This position has responsibility for ensuring the processes are in compliance with federal, state, and local regulations. Work requires acute attention to detail, the ability to process and monitor multiple priorities within established time frames, and a strong ability to communicate effectively in both a verbal and written manner.

The Clerk's office has demanding timelines and we need an experienced payroll professional who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

ROLE OF POSITION:

The successful candidate will be assigned to the Payroll department within our organization and will perform the essential functions as outlined above, as well as perform the following functions:

- Prioritizes, coordinates, assigns, and monitors staff payroll processing activities; provides proper training and guidance to staff in processing assigned tasks; assists staff with troubleshooting problems, providing input, guidance, and subject matter expertise
- Ensures the accuracy and timely processing of the bi-weekly Clerk & Comptroller, Board of County



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Commissioner, and Palm Tran payrolls; plus the semi-monthly payroll processing for the Board of County Commissioners

- Ensures the accurate set up of relevant payroll calendars; accurate creation of paycheck files and reports; accurate review of completed payroll to include submission of pay and other files to bank and other applicable sources
- Maintains time and work flow analysis; prepares and submits statistical and administrative records and reports specific to work processed in the assigned work unit
- Oversees and prepares proper auditable documentation for corrections and reversal of payroll related transactions, thus providing an additional layer of internal controls
- Oversees and prepares up to date procedures for payroll that align with organizational value of effective and efficient and current legislation; provides recommendations for modifications to existing policies or procedures or implementation of new policies or procedures to enhance efficiency of the payroll process
- Assists with testing and validation of various systems to support payroll processes, including payroll configuration changes, automated payroll and time and attendance systems, tax updates, patches and upgrades, and County benefit changes; compiles and reviews various payroll records
- Establishes and maintains policies and procedures for payroll processing functions; maintains current knowledge of legislation affecting payroll functions
- Reviews and ensures accuracy of Federal Tax Deposits, vendor and banking deposit requirements
- Performs payroll post audit verifications and special research or projects as directed by management
- Develops and maintains an effective and efficient record keeping and file maintenance system; ensures adherence to established filing methods and standards
- Receives and resolves issues/conflicts between internal and external entities, i.e., judges, personnel, attorneys, vendors, contract providers, the public
- Coordinates the efficient flow and completion of all paperwork and documentation concerning the functional area of responsibility; facilitates effective communications between all interested parties

MINIMUM QUALIFICATIONS:

- Associate's degree, supplemented by three (3) years of recent and relevant payroll experience, time and attendance systems, payroll systems, pay plan auditing, or an equivalent combination of education, training and experience. Fundamental Payroll Certification preferred.

To apply, go to: www.mypalmbeachclerk.com/careers