

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Payroll Coordinator
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform advanced 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, human resource functions, pension payroll preparation, and accounting, including the maintenance of accurate payroll/personnel applications in a computer environment. Work is performed under limited supervision with considerable latitude for independent judgment in accordance with established guidelines and Federal, State and Local laws or regulations. Work is evaluated through computer generated reports and periodic audits with assistance provided by a superior on unusual or complex problems.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Verifies forms for all personnel actions, checking for accuracy, completeness, and compliance with standard procedures.
- Maintains payroll system processing with frequent review, testing, evaluation, and updating.
- Coordinates and implements payroll processes including maintaining account codes, overseeing the entering of hours, making corrections, ordering reports, verifying trials, and executing and balancing final active and retiree payrolls to issue paychecks.
- Maintains system security, performs global maintenance of earnings and deductions codes; coordinates scheduling and maintenance of FLSA system, inputs and maintains direct deposits, W4, and W2 information.
- Establishes, maintains, and coordinates processing of automatic earnings, retro pays, leave accruals, sick leave pools, garnishments, and refunds for all benefits and earnings corrections.
- Produces authorizations to issue payment to various Federal and State agencies, and tax payments to the IRS.
- Maintains deduction balances for deferred compensation, credit union, and other voluntary and involuntary payroll deductions.
- Calculates retiree's pension benefits, pension contribution refunds, and deceased employees wages and benefits.
- Creates supplemental checks and voids or stop payments through the bank.
- Maintains and files payroll and payroll related records and reports, and researches, and responds to subpoenas and other inquiries regarding such information.
- Produces income verifications, wage statements, other informational letters.
- Ensures departmental payroll processing compliance with union contracts, and Human Resource/Payroll policies and procedures.
- Recommends modifications and implements payroll programs, procedures, rules and regulations.
- Researches the computer systems database to develop queries and create reports.

Payroll Coordinator

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's degree in Accounting, Finance, Economics, Business or Public Administration and four (4) years of experience in payroll, accounting, auditing, or financial analysis. Experience must include the use of automated payroll systems; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of standard principles, practices, methods, and techniques of payroll administration.

Considerable knowledge of City, State, and Federal laws, rules, and regulations controlling payroll and pension processing and record keeping.

Knowledge of automated Human Resource/Payroll systems.

Ability to quickly learn the proper application of City payroll, budget, insurance, and benefit programs, policies, and procedures.

Ability to comprehend, interpret, and apply policies and procedures correctly.

Ability to make arithmetic computations and conduct statistical analyses.

Ability to express oneself clearly both orally and in writing.

Ability to accurately complete detailed paperwork and computations.

Ability to type with reasonable speed and accuracy and use a personal computer.

Ability to establish and maintain effective working relationships with City employees and the public, and to deal with employee relations problems effectively and courteously.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, use of fingers, and repetitive motions, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.