



CLASSIFICATION DESCRIPTION

TITLE: PAYROLL ANALYST

JOB CODE: 14 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the job is to perform routine and general administrative support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. This position is responsible for payroll including payment processing of employees' salary and benefits, ensuring accuracy of all information, adherence to government and city policies and guidelines, and required monthly, quarterly and annual reporting. Employees in this job classification function at staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes researching and collecting data, reporting, reconciliation tasks, and other duties assigned to finance functional areas.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

- Performs accounting work according to generally accepted standard accounting principles (GAAP), established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Performs a variety of essential record keeping duties and maintains department record keeping/ filing systems and relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, accounts receivable, utility billing and collections, departmental files, accounting data.
- Provides financial information to management by researching and analyzing accounting and payroll data.
- Prepares reports by collecting, analyzing, and summarizing financial data and trends.
- Prepare monthly, quarterly, and annual journal entries necessary to record financial transactions.
- Performs advanced accounting and tax preparation, including forms 941, UCT-6, W-2, 1099-R, 1099-Misc and pension reporting with related reconciliations.

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- Generates and assists with various system reports and receipts using Munis, KRONOS, Microsoft Word and Excel, e.g., billing, payroll processing, personnel accounting processing, insurance billings.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Coordinates activities with other departments and work groups as needed.
- Manages the payroll process and coordinates with staff to ensure proper scheduling to meet deadlines
- Serves as primary point of contact for communications with HR, including recurring interdepartmental meetings to review/discuss current processes
- Responsible for payroll processes and procedures manual, making necessary updates for internal controls, regulatory changes, and other process enhancements
- Responsible for reviewing system integrity of data, including position controls, tax rates, worker's compensation risk codes
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree in Accounting, Finance or related field with a minimum of 5 years' payroll processing experience. FRS experience preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License.

Reference Certification Master List for eligible certification pay.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently
- Advanced knowledge and experience with spreadsheets and data analysis
- High attention to detail and accuracy of financial data preparation
- Aptitude for numbers and quantitative skills
- Current knowledge of industry, regulatory and legislative developments affecting accounting and financial reporting functions and payroll functions to ensure application to areas of responsibility.
- Experience with general ledger functions and the month-end/year end close process.
- Ability to understand and follow pre-established City, State and Federal policies, procedures and regulatory requirements applicable to the work.
- Ability to establish and maintain effective working relationship with other employees.

Date: 8/12/22

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.