



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2021-01

Posting Date: 2/12/21

Closing Date: 2/28/21

JOB DESCRIPTION

JOB TITLE:	PAYROLL CLERK	PAY GRADE:	130
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$13.00 - \$22.21
SUPERVISOR:	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	REVISED:	JULY 2019
		NON-EXEMPT	

JOB SUMMARY:

Professional payroll position whose duties include biweekly processing of payroll and payroll-related reporting for all Board departments. This position requires the ability to work independently to respond to employee inquiries and assist in special projects as needed.

ESSENTIAL JOB DUTIES:

1. Audit and compute the County's payroll. Responsible for the processing and completion of the payroll process in the absence of Payroll Division co-workers.
2. Responsible for auditing and processing payroll maintenance for employees, including audit of documentation for new and terminating employees. Ensure compliance with all contracts, including union contracts, and policies in effect which relate to employees' pay.
3. Reconciles payroll liabilities including, but not limited to, group insurance, life insurance, and health savings accounts. Prepares related check requisitions and performs online payment transmissions.
4. Assist in the maintenance of the timekeeping system to ensure accuracy of payroll, making corrections as needed.
5. Maintain supporting payroll data for compliance with Federal and State laws, established procedures and regulations. Assist in the preparation of quarterly and annual reports such as Unemployment, Workers' Compensation, Form 941s, Form W2s and other payroll reports as needed.
6. Assist in preparation of monthly Florida Retirement System reporting.
7. Create payroll-related reports as needed.
8. Assist in the response to payroll-related inquiries.
9. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education and Experience:

Associates Degree in Accounting or related field and minimum of two years of payroll experience, preferably in government. Bachelor's Degree in Accounting or related field preferred. An equivalent combination of education, training and experience may be substituted at the Clerk's discretion.

Licenses/Certificates:

Certified Payroll Professional preferred.

EQUIPMENT USED:

Personal computer/terminal, calculator, copier, facsimile, telephone..

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.
- Skill in using a personal computer and various software applications.
- Ability to interpret, comprehend and apply policies and procedures.
- Ability to communicate effectively and professionally orally and in writing.
- Ability to perform duties with minimum supervision.
- Skill in negotiations.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone. Ability to sit at a desk and view a display screen for extended periods of time.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Flexible hours as needed.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

****Employment preference is given to applicants who do not use a tobacco product(s)****

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.