



Don Barbee, Jr.

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

Job Number 2017-02

Posted: 8/1/17

Closes: 8/13/17

JOB DESCRIPTION

JOB TITLE:	PAYROLL CLERK	PAY GRADE:	130
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$27,000 – \$37,800
SUPERVISOR:	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	REVISED:	AUGUST 2016
		NON EXEMPT	

JOB SUMMARY:

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

ESSENTIAL JOB DUTIES:

1. Routinely assist the Payroll Coordinator in the audit and computation of the County's payroll, compilation of reports for taxes, insurance, retirement, social security and other distributions relating to the County's payroll.
2. Responsible for processing payroll maintenance for employees, including 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, HSA, etc. Prepares related check requisition and performs online payment transmission.
4. Assist in the maintenance of the timekeeping system to ensure accuracy of payroll, making corrections as needed.
5. Maintain supporting payroll data for conformity with Federal and State laws, established procedures and regulations. Prepare checks to accompany weekly or monthly reports. Assist Payroll Coordinator in the preparation of quarterly and annual reports such as Unemployment, Workers' Compensation, 941s, W2s, etc.
6. Process entire payroll and related functions in the Payroll Coordinator's absence.
7. Create payroll-related reports as needed.
8. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education and Experience:

Two years of college in accounting or related field, plus three years of payroll experience including related reporting requirements. Experience may be considered in lieu of the education requirement. Experience in a governmental agency is preferred.

Licenses/Certificates:

Certified Payroll Professional certification preferred.

EQUIPMENT USED:

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

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.
- Skill in using a personal computer.
- Ability to communicate 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.

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.