



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

**Leon County Clerk of Circuit Court and Comptroller
Job Announcement**

APPLICATION DEADLINE – OPEN UNTIL FILLED

JOB TITLE: Payroll Accountant

POSITION NUMBERS: 022602 & 022606

DIVISION/DEPARTMENT: FINANCE/PAYROLL

PAY GRADE: 46

PAY RANGE: \$36,296.00 - \$55,785.60

***APPLICANTS WILL BE CONSIDERED FOR BOTH VACANCIES.**

DESCRIPTION:

Responsible for accurate processing and recording of agency payroll, provide timely and accurate financial information and conducting weekly payroll processing. The incumbent provides payroll processing, distributed among the payroll division, for multiple employers: Leon County Board of County Commissioners, Clerk of the Circuit Court and Comptroller, Supervisor of Elections and the Court Administrators Office.

Essential Job Duties:

Representative duties and tasks expected of a Payroll Accountant are listed below. This list does not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform payroll functions;
- Analyze and ensure that all payroll transactions are processed accurately and timely;
- Reconcile payroll prior its transmission and validate confirmed reports;
- Perform timesheet interface process and evaluate for errors or missing data;
- Prepare accurate quarterly and year-end reporting when necessary (i.e.: 941's, W-2, W-2C, etc.) according to prescribed deadlines;
- Research and respond to payroll related inquiries and issues in a professional manner;
- Assist in the accurate preparation and processing of payroll related state, federal managements reports. This includes: State of Florida Retirement System, Unemployment Compensation, etc.
- Ensure that all payroll deductions are disbursed in a timely manner and related files are submitted;
- Assist with returned check processing, over-payment calculations and notifications, payroll adjustments and collections;
- Assist in processing garnishments to include correct calculation and compliance;

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- Summarize and remit payroll taxes, including federal, Social Security and Medicare withholdings;
- Calculate, track and process the salaries and wages and deductions payable to employees to include: retroactive pay, over-time, bonuses, leave(s) without pay, benefit deductions, etc.;
- Use accounting software to complete payroll transactions;
- Maintain internal controls in place;
- Assure confidentiality and security of payroll records and information;
- Assist in compliance with payroll laws and regulations;
- Assist in the processing of manual checks when needed;
- Supports other accounting functions, primarily accounts payable and check processing

Licensure or Certification Requirements:

None

KNOWLEDGE, SKILL, and ABILITIES:

Knowledge of general office policies and procedures. Good knowledge of business English, spelling and punctuation and have the ability to write routine reports and correspondence. Applicant must have the ability to interpret and apply applicable laws, regulations and policies. Must have the ability to work independently, work well with others and manage time effectively. Ability to effectively communicate, both orally and in writing. Ability to establish effective working relationships with co-workers. Ability to perform routine administrative support activities.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Public Administration or other related field and one year of accounting or payroll experience. Associate's Degree in a related field and three years of accounting or payroll experience.

LANGUAGE SKILLS:

Ability to read. Ability to understand policies. Ability to document procedures. Ability to effectively present information and respond to questions from groups or individuals to include: directors, managers, supervisors, co-workers, and the internal customers.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to resolve routine and non-routine problems in a professional, standardized manner.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate tax rates and percentages. Ability to use a calculator.

OTHER SKILLS and ABILITIES:

Strong knowledge of federal and state regulations. Strong computer skills including proficiency in Excel. Working knowledge of Banner preferred but not required. Strong work ethic and team player. Possess integrity and honesty sufficient to properly manage confidential information. Ability to get along with and work closely with other employees in an open office environment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

How to Apply/Contact:

Applicants must use the Leon County Clerk of Courts and Comptroller Employment Application form available at the following link: <https://cvweb.clerk.leon.fl.us/public/login.asp>. You may choose to download the application form from the website or complete the application form online and submit it via e-mail. Applications will remain active for a period of six (6) months from the date received.

Completed applications and resumes may be submitted via online electronic application, by mail, in person or by fax.

If submitting applications by paper, please mail or deliver applications to:

**Leon County Clerk of the Circuit Court and Comptroller
Attn: Human Resources Division
301 S. Monroe Street, #100
Tallahassee FL 32301**

If submitting the application and/or resume by fax, please transmit to: **850-606-4173**

Should you have questions and or concerns, you may contact the Human Resources Manager, Mr. Lorenzo L. Howard by voice at (850) 606-4017 or e-mail: llhoward@leoncountyfl.gov