JOB DESCRIPTION – GULF COUNTY

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

JOB TITLE: PAYROLL & INSURANCE CLERK

**DEPARTMENT: FINANCE – BOCC**

**REPORTS TO: DIRECTOR OF FINANCE & MANAGEMENT**

**Summary and Job Purpose**: Performs a variety of functions regarding the computation and recording of employee earnings, deductions, accruals, and insurance. Ensures compliance with policy guidelines, collective bargaining agreements, federal and state regulations as they relate to payroll. Confers with the Director of Finance and Management in unusual or legal matters.

**Essential Functions, Duties and Responsibilities:** included, but not limited to the following.

* To administer all assigned Payroll processes in accordance with established regulations and guidelines.
* Balance and verify all pertinent information required to process bi-weekly payroll.
* Maintains current knowledge of legislation affecting payroll functions.
* Accurately calculate and issue payment of payroll taxes, employee insurance premiums, garnishments, deferred compensation, retirement, union dues.
* Balances and submits payroll direct deposits; Prepares checks for distribution.
* Performs payroll maintenance, including pay increases, new hires, separations, wage deductions, report distribution, and records retention.
* Maintain and review Vacation and Sick Leave Accruals.
* Compiles and reviews various payroll records, reports, and regulatory compliance forms in the preparation of quarterly state and federal tax returns.
* Prepare and distribute yearly W-2s and 1099s.
* Submit data to Social Security Administration and Internal Revenue Service.
* Meet schedules and deadlines.
* Prepare documents at year-end as required for external audit.
* Prepares, maintains payroll records.
* Respond to information requests.
* Prepare letters, vouchers, and other correspondence.
* Exercises professional discretion regarding matters of a sensitive, confidential, or legal nature.
* Represent the Clerk’s Office in a professional manner.

**Education and Experience Required:**

* High School diploma or equivalent.
* Keyboard 35 correct words per minute.
* Skill to operate with appropriate speed and accuracy a computer, printer and standard office business machines including a telephone, keyboard, copier, calculator, fax machine, printer, and scanner.
* Efficient use of Word, Excel, and email.
* Ability to develop and maintain good working relationships.
* Access file cabinets and records storage shelves for filing and retrieval of records.
* Payroll knowledge, preferred.

**Preferred:** Payroll knowledge

**ADA COMPLIANCE**

**Physical Ability**: Mostly sedentary with light physical effort, but may involve some walking, lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-10 pounds). Tasks may involve extended periods at a keyboard or work station.

**Sensory Requirements**: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors**: Tasks are regularly performed without exposure to adverse environmental conditions.