



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Payroll/AR Clerk

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Finance
<b>Supervisor:</b>	Finance Manager	<b>Location:</b>	Crestview
<b>Salary Range:</b>	NE-4	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	January 30, 2024	<b>Revised By:</b>	Olivia Tanner

#### Job Summary:

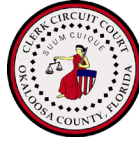
Responsible for ensuring accurate processing, auditing, and recording of payroll for Okaloosa County Clerk of Circuit Court and Comptroller. Assist Payroll II clerk as backup for the processing of payroll for Board of County Commissioners. This position is also responsible for daily accounts receivable functions for the Okaloosa County Clerk of Circuit Court and Comptroller.

#### Essential Job Functions:

The list of essential functions as outlined here 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 if such functions are a logical assignment to the position.

#### Payroll Functions

- Execute time and attendance processing and interface with payroll.
- Setup and process bi-weekly payroll.
- Review and verify source documents (timesheets).
- Update employee records by recording changes.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile and audit payroll prior to transmission and validate confirmed reports.
- Application of proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Process accurate and timely monthly, quarterly, and year-end reporting when necessary (Retirement, 941, Reemployment, W-2, etc.)
- Research and respond to payroll related inquiries and issues.
- Develop, manage and maintain comprehensive payroll records.
- Identify and recommend payroll process improvements.
- Provide wage certification reports to Division of Retirement, Workers' Compensation, and any other parties upon request.



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- Prepare any necessary daily journal entries and can process them as required.
- Maintain employee confidence and protect payroll operations by keeping information confidential.

### **Accounts Receivable Functions**

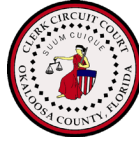
- Daily reconciliation of Clerk Daily cash sheets
- Daily bank deposit of cash and checks received in the Finance office for Clerk with computer input of identified monies including wires and other deposits from bank's daily cash report
- Preparing and auditing Clerk reimbursement to Board for insurance benefit premiums.
- Respond to all payor inquires
- Serve as backup to Accounts Receivable clerk for Board of County Commissioner deposits.

### **Other Duties and Responsibilities**

- Prepares and maintains various schedules utilizing spreadsheets and database programs
- Audit and prepare batch for monthly uploading of Clerk Purchasing Card Transactions.
- Monthly uploading of cleared check copies to OnBase
- Monthly reconciliation of payroll accounts and daily cash sheet accounts
- Maintain regular communication with director/manager for any accounting discrepancies or significant issues.
- Complete special projects and all work assignments as required. Experience with implementation of new workflows and processes is preferred.
- Cross train on other areas of equal and lesser complexity and serve as backup for those functions.
- Demonstrate considerable ability to analyze complex data, documents and exercise sound judgement and prioritization of evolving tasks.
- Attend and participate in meetings, audits, workshops, and webinars as necessary.
- Perform other job duties and special tasks assigned.

### **Minimum Required Qualifications:**

- Bachelor's degree (B.S.) in accounting from a four-year college or university preferred; may consider B.S. in other field with a minor in Accounting; two years of experience and/or training preferably in a government environment; payroll certification from a state or nationally recognized institution. Will substitute 4 years or relevant experience in lieu of degree.
- Proficiency in Excel and Word.
- Knowledge of or experience in accounting software preferred.
- Good communication skills, both oral and written, to communicate effectively.
- Good interpersonal skills and the desire to work in a team environment are critical.
- Accurate keyboarding and data entry skills.
- Must be organized and detail oriented.



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- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timelines.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.

<b>Payroll Clerk II</b>	<b>Salary Range: NE-5</b>
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- Ability to perform all Payroll/AR Clerk I processes.
- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.
- Ability to problem solve with minimal assistance.
- Effectively manage time and proficiently complete assigned tasks within specified deadlines.
- Relied upon when supervisor is absent.
- Support supervisor with training other employees, work-flow planning, and onboarding new hires.

### **Physical Demands:**

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 pounds

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.